



BROWN FAMILY FOUNDATION GRANT APPLICATION

MISSION STATEMENT:

The Mission of the Brown Family Foundation is to provide financial support to organizations focused on providing programs and services to the disadvantaged and marginalized people among us. The Brown Family Foundation is committed to supporting local as well as national organizations committed to helping people reach their full potential by removing the barriers holding them back. In addition to helping people, we will support causes that lift up and protect our animal friends.

VISION STATEMENT:

A world where people can reach their full potential when supported by communities invested in removing the barriers holding them back. A world where animals enrich our lives, and we nurture theirs in return.

Application Instructions:

- Read through all questions, gather required attachments prior to starting the application to ensure eligibility requirements are met.
- All applicant organizations **must be an established 501(c)3** to submit a grant request.
- Complete application in its entirety.
- Submit all required documents to the email address provided below.

EACH YEAR THE APPLICATION DEADLINE FOR GRANTS IS SEPTEMBER 1ST.

Grants are generally awarded in November.

A. **Organization Information:**

- 1) Organization Name: _____
- 2) Organization Address: _____
- 3) Organization Website: _____
- 4) Contact Person (Name & Title): _____
Telephone # & Email: _____
- 5) Federal ID#: _____
- 6) Board Chair: _____
Telephone # & Email: _____



B. Grant Request Information:

1) Type of Request:

_____ General Support _____ Start-up Costs
_____ Project Support _____ Technical Assistance
_____ Endowment _____ Capital Expenditures
_____ Other: Explain: _____

2) Grant amount requested: _____

3) Total project cost: _____

4) Name of project: _____

5) Duration of project: _____

FROM: _____ TO: _____

6) When are funds requested by? _____

7) In what geographic location will the funds be used? _____

8) List other sources of funding: _____

9) If your grant request is approved by the Brown Family Foundation, do you authorize the publication of grant information on our website, newsletters, etc? This includes, but not limited to, project photographs you provide about your organization and how the grant was used?

YES: ☐ NO: ☐

10) Please provide contact information for at least three people or organizations who have benefitted from your services. References should not be paid staff members unless they were also former recipients. Please specify the relationship with the reference to your organization.

Reference 1:

Name: _____

Telephone #: _____

Email: _____

Website: _____

Relationship: _____



Reference 2:

Name: _____
Telephone #: _____
Email: _____
Website: _____
Relationship: _____

Reference 3:

Name: _____
Telephone #: _____
Email: _____
Website: _____
Relationship: _____

C. GRANT PROPOSAL NARRATIVE:

Please explain why you would like the Brown Family Foundation to fund your grant proposal. It is suggested that your narrative includes the following elements:

- Organization's Background -a summary of its mission statement, short history, goals, geographic region served, and the types of services provided.
- Project/Program Description -description of the activities for which you are requesting support, include the need/issues that will be addressed, explain who will benefit from the program and amount requested. Please be as specific as possible.
- Project Evaluation -outline of the objectives and specific anticipated outcomes from the impact of the Brown Family Foundation's contribution including identifiable and measurable deliverables.
- A detailed project budget including the total amount of funding needed for the project, the amount you intend to request from the Brown Family Foundation, and information about other sources of support with both requested and secured funding noted.
- A description of why the organization and proposed activities align with the Brown Family Foundation's mission and program interests.
- The proposal should include the full contact information of the staff member responsible for the proposal.



D. REQUIRED DOCUMENTS

Please submit the following documents with the complete proposal:

- 1) IRS federal tax-exempt determination letter (Letter of designation as a 501(c)3).
- 2) Last 2 years of 501c(3) IRS filings (Form 990). (*Start-ups exempt from requirement*).
- 3) Program budget/Financial Statements.
- 4) Documents must be consolidated into one email, preferably with a single PDF attachment containing the proposal, budgets, financials, etc. but will accept multiple PDFs if necessary.
- 5) Email of documents must request an email confirmation of The Brown Family Foundation having received this application. Only upon receipt of a confirmation email from the Brown Family Foundation will the grant application be considered formally submitted.

EMAIL SUBJECT LINE MUST HAVE ONLY THE FOLLOWING WRITTEN:
(YOUR ORGANIZAION) GRANT APPLICATION

REQUIRED DOCUMENTS AND SUBJECT LINE MUST BE SENT TO THE FOLLOWING:
BROWNFAMILYFOUNDATION@BFFLEGACY.ORG

The Brown Family Foundation accepts requests for specific projects from United States 501(c)3 designated non-profit organizations. No grants are made to individuals. The Brown Family Foundation will consider funding an organization several years in a row, but applicants must reapply each year. A site visit may be made after a grant is awarded. Each year the grant application deadline is September 1st. Any applications received after the September 1st deadline will be slotted to the following year's application period, subject to the board's discretion. Grants are generally awarded in November.

Any questions about this process can be directed to BrownFamilyFoundation@bfflegacy.org.