



GRANT APPLICATION GUIDELINES



BAPTIST COMMUNITY
MINISTRIES

MISSION STATEMENT

In response to the love of God revealed in Jesus Christ and in keeping with our Baptist heritage, Baptist Community Ministries is committed to the development of a healthy community offering a wholesome quality of life to its residents and to improving the physical, mental and spiritual health of the individuals we serve.

VISION

Baptist Community Ministries (BCM) is a private foundation that provides financial support to nonprofit organizations in the five-parish greater New Orleans region. BCM holds charitable assets in trust from which funds are expended in the form of grants. BCM adds value to the grantmaking process by:

- (1) Strategically identifying and funding organizations with promising programs that address critical community needs within specific zones of interest;
- (2) Evaluating the performance of funded programs and holding grantees accountable for results; and
- (3) Directing the attention of the community to successful programs in order to influence the efficient use of other scarce charitable resources.

VALUES

Baptist Community Ministries emphasizes:

- Christian life and family values
- Compassionate care
- Unconditional acceptance of those we serve
- Reverence for the dignity of each person and the cultural diversity of the community

INVITATION TO APPLY

Dear Prospective Applicant:

To Baptist Community Ministries (BCM), a "healthy community" offers its residents access to a good education, quality medical and spiritual services, a safe environment and an efficient and trustworthy local government. To help New Orleans become a healthy community, BCM makes grants to nonprofit community organizations that provide or strengthen health, education, public safety and governmental oversight. BCM carefully considers its Mission when investing in community programs and remains committed to the ideal of Christian service to those living in the greater New Orleans region.

The application process described herein helps BCM to encourage new ideas and to nurture the inventiveness of the nonprofit organizations in the region. Completed applications also serve to educate the Board of Trustees and staff of BCM about the work of local organizations and are warmly received.

While BCM has been blessed with the stewardship of significant monetary resources, these assets pale in comparison to the many needs of the community. As a result, applications submitted for consideration are subjected to a very competitive and critical review process. This is not intended to deter potential applicants, but to emphasize the need to fully demonstrate the adequacy and potential effectiveness of each proposal. More often than not, the number of worthy grant proposals exceeds the amount of money that BCM has available for a given funding cycle.

Specific instructions for completing an application are included on the accompanying pages and are provided to encourage your ideas for making the New Orleans region a better place to live and work. Each of us plays a role in making New Orleans a healthier community. We look forward to receiving your ideas, suggestions and recommendations. Thank you for your interest in Baptist Community Ministries.

Sincerely,



Byron R. Harrell, Sc.D.
President/CEO



Community challenges are always larger than one organization like BCM can overcome. Therefore, BCM encourages the constant collaboration of community partners including government, business, other grantmakers, faith-based groups, charities and individual citizens. Programs funded by BCM often reflect themes of self-help, independence and individual responsibility. BCM membership in regional and national organizations, such as the Southeastern Council of Foundations, also fosters informed grantmaking and provides a perspective into the grantmaking activities of other foundations.

ZONES OF INTEREST

BCM funds programs in four zones of interest including health, education, public safety and governmental oversight. In addition, BCM has adopted a special cross-zone interest in the well-being of young children (0-5 years of age). Interest in this target population extends across all four grantmaking “zones.” Among the goals for each zone, BCM envisions a healthy community that assists families in developing, nurturing and protecting children. The goal for each zone is as follows:

HEALTH

A healthy community provides its citizens an environment that creates a state of positive physical, mental, spiritual and social well-being and not merely the absence of disease or infirmity.

EDUCATION

Children and adults should be equipped with a basic education in reading, writing, math and science. They should also develop the character and relational skills necessary to be successful, contributing members of society.

PUBLIC SAFETY

Community residents should feel secure and free from threat; both the strongest and the most vulnerable citizens should be equally protected. A healthy community provides crime prevention measures, police and prosecutorial, judicial and correctional systems that deter crime and penalize criminal behavior.

GOVERNMENTAL OVERSIGHT

All forms of local government (including elected or appointed officials, and executive, legislative or judicial branches) should be trustworthy, open to the public, independently monitored and accountable to an informed electorate.

WHEN TO APPLY

Baptist Community Ministries accepts grant applications twice a year during the following periods:

- March 1 through March 15; and
- September 1 through September 15.

To be accepted, grant applications **must** be received on or before the deadline date of March 15 or September 15.

Applications sent through the postal system must be postmarked before midnight of the deadline date.

Hand delivered applications (by courier or individual) must be received on or before 5:00 p.m. on the deadline date.

For deadlines falling on a weekend or recognized holiday, applications may be hand delivered on the first business day following the deadline date during regular business hours (8:30 a.m. to 5:00 p.m.).

The mailing address for grant applications is:

**Grants Committee
Baptist Community Ministries
400 Poydras Street, Suite 2950
New Orleans, LA 70130-3245**

In fairness to other applicants, staff and reviewers, these deadlines are strictly adhered to and no exceptions are made for late submissions. Once accepted, applications may not be amended.

BCM staff and reviewers are prohibited from contacting an applicant starting two weeks before or during the window of open submission of March 1-15 and September 1-15 through the point of final approval/disapproval of the application (generally 60 days). Ex-parte contact or “lobbying” of BCM Trustees or Advisors during an active transom application review cycle may inadvertently create a conflict of interest for the Trustee or Advisor and may result in an abstention from voting on the application under review.

HOW TO APPLY

ONLY ORGANIZATIONS THAT COMPLETE AN APPLICATION IN STRICT ACCORDANCE WITH THESE GUIDELINES WILL BE CONSIDERED FOR FUNDING.

Please submit **three complete sets** of the material in Tab 1 through Tab 9. Each set should have two filing holes punched at the top and be secured with a binder clip. Do not use staples, binders or folders. All material must be on standard 8-1/2 by 11 inch paper using a font size of 12 pt. or larger. Organize the application with numbered index dividers in the following order:

Tab 1 Grant Application Form.

Complete the enclosed Grant Application Form.

Tab 2 Summary of Proposal.

Provide a **one-page** summary of the proposal.

Tab 3 Mission Statement and Organization Purpose.

Provide a brief, **one-page** mission statement and purpose of the organization.

Tab 4 Board of Trustees.

Provide a **one-page** list of all members of the Board of Trustees of the submitting organization, the occupation of each, and any known relationships with BCM, its employees or Trustees. (See the enclosed insert for a list of these individuals).

Tab 5 Tax Status.

Provide a copy of the most recent 501(c)(3) letter of determination of tax exempt status issued to the organization by the Internal Revenue Service. The letter of determination must specify that the organization is not a private foundation described in Section 509(a) of the Internal Revenue Code.

Tab 6 Financial Statement.

Provide the most recent audited financial statements of the organization. If audited financial statements are not available, provide the most recent internal financial statements.

Tab 7 Form 990.

Provide the most recent IRS submission (usually Form 990) of the organization.

Tab 8 Program Proposal.

Provide a narrative that describes the proposed program in detail and specifically addresses the series of questions listed below. Some questions may not be applicable to your program. Program objectives and timelines should be both specific and realistic. Ideally, the proposal narrative will be a well written document of **no more than five pages** in length that provides the information necessary for the reader to make an informed funding recommendation. Additional material may be submitted in the form of an appendix such as literature reviews, data collection instruments, letters of support, program staff resumes, etc., but it is not required for acceptance of the application for review.

a) What is the purpose of the program?

Describe the specific community problem or need targeted by the program, and what the program is intended to do to alleviate the problem. Include specific evidence, briefly, to support your position.

b) Who is expected to benefit from the program?

Describe the specific population (who and how many) and geographical area that will be targeted by the program.

c) What is expected to happen or be different as a result of the program?

Describe the specific changes that the program is expected to produce and how the target population is expected to benefit from the program.

d) How will the program work?

Describe the specific tasks and related timetables that will be required to implement the program.

e) Why will the program work?

Describe how the program was developed, with specific reference to related research, review of existing program models and results, solicitation of buy-in from the target population and other stakeholders and identification of partners for program implementation.

f) Why is your organization best suited to operate the program?

Describe the history of your organization, its corporate structure, previous, relevant accomplishments and the work experience and educational background of staff to be assigned to the program. If you are aware of other organizations providing similar services to the target population, provide justification for creating a new program or expanding your program and discuss your efforts to collaborate with the existing organizations.

g) How will you know if the program is successful?

Describe the expected outcomes (direct results) of the program in clear and measurable terms, including target dates. Provide specific indicators and/or benchmarks that will be used to determine the changes affected by the program.

h) How will you measure program performance?

Describe the specific data to be used and how it will be collected and describe how the data will demonstrate program performance.

i) How will you communicate your program results to the community?

Describe how you will inform all interested stakeholders about the successes and challenges of the program.

j) If the program is successful, how will it be sustained after the BCM grant ends?

Describe your plan to identify and secure funding to continue the program.

MINIMUM GRANT SIZE - \$50,000 PER YEAR

Tab 9 Program Operating Budget.

a) Provide a **one-page** Executive Summary Budget as per the format below.

Organization Name _____

Program Name _____

CATEGORY	YEAR 1	YEAR 2 (if applicable)	YEAR 3 (if applicable)	TOTAL PROGRAM
Personnel				
Direct Program Costs				
Indirect Program Costs*				
Consultants				
Equipment				
TOTAL PROGRAM COSTS				

BCM Request				
Other Foundation (Specify)				
Other Foundation (Specify)				
Federal/State Grants (Specify)				
Other Program Support (Specify)				
TOTAL PROGRAM REVENUES				

b) *For each category of program costs shown in the Executive Summary Budget, provide a detailed line item budget for each year of the grant **plus** a separate budget narrative that includes a specific explanation for each budget line item. Following are information requirements for the line item budget:*

- Personnel – identify positions and related base salaries, associated fringe benefits (payroll taxes, insurance, retirement) and percentage of time each position is allocated to the program.
- Direct Program Costs – include operating costs specifically attributable to the program, such as supplies, program materials, travel, postage, printing, etc.
- Indirect Program Costs – include a pro rata share of operating costs of the entire organization that are necessary to conduct the program, such as rent, utilities, equipment rental, insurance, audit fees, etc.; the method of allocating a pro rata share of these costs to the program must be described and fully documented in the narrative.
 - * *BCM does not fund undesignated overhead charges. For example, BCM will fund documented oversight of a program by a grantee executive if clearly specified, but BCM will not fund an arbitrary or undetailed percentage of program costs for general and administrative overhead.*
- Consultants – specify terms of each consulting agreement, such as name of consultant, fee and deliverables; data collection, program evaluation, operating and/or financial technical assistance and dissemination of results are examples of services that may need to be outsourced to an independent third party.
- Equipment – itemize any equipment being requested and explain how it will be used to accomplish program objectives; some examples are computers, printers, copy machines and software.

c) *For each item of program revenue shown in the Executive Summary Budget, provide specific information including funding source, amount, term, and current status (pending or approved application).*

HOW APPLICATIONS ARE REVIEWED

BCM utilizes a formal review process to ensure that every grant application is thoroughly and fairly considered. The review process is comprehensive and involves several steps. A summary of the review process that occurs twice a year is provided in this section.

Step 1: Preliminary Overview, Acceptance & Zone Assignment (Staff)

A letter is sent to each applicant acknowledging receipt of the grant application. The grant application is reviewed for technical completeness to determine if it includes all of the required materials, meets the minimum funding requirements and falls within one of the major BCM zones of interest and geographic areas. Grant applications that meet these requirements are accepted for review.

Generally, a grant application accepted for review is evaluated within 90 days of the application deadline. The grant application is assigned to the appropriate Program Director based on the zone of interest.

Step 2: Within Single Zone Review (Staff)

A standard set of criteria is used to evaluate the grant application.

The BCM Program Director overseeing one or more of the BCM zones of interest and one or more outside consultants with expertise in the zone independently evaluate and score the grant application. This review determines which grant applications will be considered by the full staff in all zones collectively.

Step 3: Among All Zones Review (Staff)

The BCM program staff and outside consultants for all four zones collectively review the grant applications recommended for consideration from the previous step. The applications that gain a consensus from program staff and outside consultants are submitted to the Grants Committee for consideration.

Step 4: Grants Committee Review (Trustees & Advisors)

The Grants Committee of the Board of Trustees reviews and ranks all grant applications and staff recommendations. Any Grants Committee member may also request that a grant application not receiving a positive recommendation from the staff be discussed. The Grants Committee determines which grant applications will be recommended to the Board of Trustees.

Step 5: Conditional Funding Decision (Board of Trustees)

The Board of Trustees reviews all grant applications and Grants Committee recommendations. Every grant application approved by the Board of Trustees is given a “conditional” status until the BCM Program Director negotiates a formal written Award Agreement. Each grant applicant is notified in writing of the decision of the Board of Trustees, which is final.

Applications not accepted for review are also notified and provided reasons for lack of review.

*Grant Application/Funding Timeline**

Grant Application Submission	BCM Review Process	Conditional Approval and Denial Letters Mailed	Budget & Objective Development, Review and Acceptance	Award Agreement Completed	Issuance of 1st Grant Payment
March 1 - 15	March 16 - May 31	June 1 - 15	June 15 - July 31	August 1 - 15	August 16 - 31
September 1 - 15	September 16 - November 30	December 1 - 15	December 15 - January 31	February 1 - 15	February 16 - 28

** The dates shown are based on past experience; however, this timeline may vary due to individual circumstances.*

WHAT HAPPENS NEXT

All applicants will be informed in writing of the decision of the Board of Trustees. If the application is approved, the applicant will be contacted by a BCM Program Director to begin the process of developing Program Objectives and Action Steps and a detailed Program Operating Budget that will be incorporated into a formal written Award Agreement. The Award Agreement contains the obligations and responsibilities for both the grantor (BCM) and the grantee. If the grant is for a multi-year term, funding for years two and thereafter will be contingent on meeting operating and financial requirements for the prior year. The BCM Program Director, BCM President, Grantee Executive Director and Grantee Chairman of the Board are each required to be signatories to the Award Agreement. The Award Agreement is detailed and specific, as evidenced by a summary of the key provisions listed below:

- The grantee agrees to use the funds only as specifically detailed in the Award Agreement. Funds expended prior to execution of the award agreement may not be reimbursed.
- Any funds not expended at the end of each year during the grant period or upon termination of the grant (if earlier) are returned to BCM.
- No part of the grant may be earmarked to influence specific legislation or a specific election. However, grantees may engage in certain lobbying activities in accordance with IRS regulations.
- BCM encourages all 501(c)(3) public charities to make the 501(h) “lobbying” election when filing their Form 990 tax return with the IRS.
- The grantee agrees to separately account for all funds provided in the grant and agrees to allow BCM to monitor and review the accounting, disbursement, financial practices and internal control and audit systems of the organization.

- Quarterly unaudited financial statements and an audited year-end financial statement for the entire organization receiving the grant are required.
- A fidelity bond with BCM named as a loss payee must be obtained by the grantee unless waived by BCM.
- The accomplishments of the program must be measured, continuously monitored and evaluated according to the previously established specific outcome objectives in the Award Agreement.
- Reports describing the program and financial activity must be submitted periodically in accordance with the terms of the Award Agreement. A final report is always required at the end of the grant term that details the program accomplishments, financial activity and evaluation findings.
- Public recognition of BCM as the source of program funding is authorized and encouraged. Grantee and BCM will agree to coordinate public announcements of the initial approval of the grant. Grantee may use the BCM name in future public announcements associated with the funding of the grant so long as there is no implied endorsement by BCM of program findings or conclusions. The Award Agreement may specify additional restrictions or releases regarding the use of the BCM name.

GRANT APPLICATION CHECKLIST

- Grant Application Form is completed and signed by the Executive Director and Board Chairman.
- Organization requesting funds is an eligible organization as defined in the guidelines and designated by the Internal Revenue Service.
- Request is for a minimum of \$50,000 per year and a maximum of 3 years.
- Organization/Program is located in at least one of the following parishes: Orleans, Jefferson, St. Tammany, St. Bernard and Plaquemines.
- Program falls within one of the following zones of interest supported by BCM: Health, Education, Public Safety and Governmental Oversight.
- Three complete sets of material are included; each set has two filing holes punched at the top and is secured with a binder clip.
- Font size is 12 pt. or larger.
- All material is on 8-1/2" by 11" paper.
- Numbered index dividers are used in the following order:

Tab 1	Grant Application Form
Tab 2	Summary of Proposal (one page)
Tab 3	Mission Statement and Organization Purpose (one page)
Tab 4	Board of Trustees (one page)
Tab 5	Tax Status
Tab 6	Financial Statement
Tab 7	IRS Form 990
Tab 8	Program Proposal
Tab 9	Program Operating Budget



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BCM discourages the creation of conflicts of interest brought about by direct contact with or "lobbying" BCM Trustees/Advisors directly. The BCM Conflict of Interest Policy requires Trustees to disclose all contacts with applicants during review cycles and may nullify their vote

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Grant Application Form

BCM Board of Trustees, Officers, Grants Committee Advisors and Program Staff

For More Information about Baptist Community Ministries:

Call 504.593.2323

Write 400 Poydras Street | Suite 2950 | New Orleans, LA 70130-3245

Visit Our Website www.bcm.org

BCM sponsors two other programs that support the efforts of local nonprofit organizations, Discretionary Donations and the Fund Development Consulting Initiative. Visit the BCM website for more information on these programs.

