

Baptist Community Ministries

Full Application Guidelines

Revised 6-2017



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Baptist Community Ministries (BCM) is a health conversion foundation committed to improving the physical, mental, spiritual and social lives of people living in the greater New Orleans region.

HOW TO APPLY - FULL PROPOSALS

If your Letter of Intent is **selected to advance by the Grants Committee**, your organization will be invited to submit a full application. The following components are required:

- Proposal Narrative (Five Page Limit)
- Detailed Line Item (format provided at www.bcm.org)
- Brief Budget Narrative
- Most recent audited financial statements of the organization
- Most recent tax return (usually Form 990) of the organization
- IRS Determination Letter

TRANSOM REVIEW PROCESS

Your proposal for funding will be evaluated based on the following criteria:

- Alignment with BCM mission and goals
- Demonstration of effective organizational and programmatic management
- Evidence that the service is a response to a valid need
- The extent that the project encourages collaboration with other organizations for maximum leverage when appropriate
- Evidence of diverse funding sources

IMPORTANT DATES

Spring Cycle 2017

- March 24, 2017: Full application deadline 5:00 pm
- May 19-May 31, 2017: Grant decision notifications sent

Fall Cycle 2017

- September 29: Full application deadline 5:00 pm
- December 1 – December 15: Grant decision notifications sent

FULL PROPOSAL NARRATIVE (FIVE PAGE LIMIT)

1. Problem/Opportunity (P/O)—Describe the problem or opportunity your project seeks to address, including:
 - Address the specific nature and scope of the P/O;
 - Provide appropriate evidence/data to support the importance of addressing the P/O
 - Describe the cost/effect of inaction on the target population
2. Target population—Describe who will most directly benefit from the proposed project, including:
 - Describe who will benefit from the work, as specifically as possible
 - In addition to individual identifiers (age, race/ethnicity, gender, etc.), also include family, school, neighborhood, city, parish or other “domains” in which the work will occur
3. Implementation plan—Outline your organization’s plan for how it will address the problem or opportunity described in 1. above, including:
 - Outline the project objectives, including the *major* tasks and the timeline for completion of those tasks
 - Designate the person/position responsible for the major tasks needed to complete a specific objective
4. Methodology—Explain why the plan described in 3. above will work, including how it draws on emerging or proven best practices or offers an alternative innovative approach, including:
 - Describe how the project was developed, including research and review of appropriate best practice/evidence-based models
 - Alternative innovative approaches should include a clear rationale for its application to the problem/opportunity and target population
5. Project context—Are other organizations currently working on the problem or opportunity stated in 1. above? Outline your project’s distinct features, and how it will improve/contribute to the existing field of work, including:
 - Describe partnerships that may be needed for the proposed project to be successful (including those with/related to the target population)
 - Briefly outline other organizations’ efforts in the P/O outlined in 1. above
 - Describe existing/planned efforts to coordinate with those involved in related work, or why such relationships are not needed/beneficial
6. Organizational capacity—Outline the resources and experience of your organization that will contribute to your project’s success, including:

- Describe your organization’s track record in successfully implementing similar projects
 - Outline the work experience, training and education of staff who will be assigned responsibilities outlined in 3. above
 - Describe unique aspects of your organizational culture, management structure, Board membership or partnerships that will help ensure project success?
7. Results—State the expected measurable impact of the proposed project, including:
- Describe the changes expected to occur as a result of the project
 - Identify who (target populations) will experience those changes
 - Describe the data collection process that will be used to report progress (benchmarks or indicators)
8. Sustainability—Address the following:
- Describe a plan to identify and secure continuation funding
 - Describe committed, pending and potential grant funding from non-BCM sources and/or sources of project revenues

NEXT STEPS

If your grant request is approved by the BCM Board, you will be invited to an orientation meeting to discuss your objectives and operating budget with your Program Director before signing the Award Agreement.

1. BCM grantees are required to submit quarterly budget and progress reports, yearly audited financial statements and annual site visits.
2. All grant funds must be expended solely for the specific and limited purposes approved by the BCM Board of Trustees.