

## **Edmund F. and Virginia B. Ball Foundation (EVBF)**

### **General Grant Request Guidelines**

Grant Request Period: October 1 through May 31; Approval/Denial will occur in late July

#### **The Proposal should:**

1. not exceed 5 pages (excluding necessary attachments, budget sheet and budget narrative)
2. include a cover sheet that briefly states the general request and the exact amount being requested; cover letter should be signed by the person submitting the request and include the name of the executive director of the organization (if request is not made by the organizational leader)
3. have typed out headings and questions as you complete the narrative so it is clear what is being communicated
4. avoid terminology or acronyms that may be unfamiliar to the reviewer
5. include attachments directly related to the proposal request
6. include: a) Budget Worksheet (must reflect only dollars requested from EVBF), b) list of current board members, c) strategic plan (if available), and d) an IRS not-for-profit determination letter (this does not apply to public schools)
7. be submitted to: **Chuck Ball, Executive Director**, P.O. Box 1408, Muncie, IN 47308 (or e-mailed to [info@evballfoundation.org](mailto:info@evballfoundation.org))

#### **Narrative Format (Please type the heading item followed by your response when writing your proposal)**

1. Name of organization
2. Amount of grant money being requested
3. Beginning and ending of funding period
4. What is the purpose of the request (describe in 100 words or less)?
5. List numerically the goals/objectives of the organization that are directly related to this request
6. Describe the beneficiaries of this request
7. Describe the perceived impact this request will have on the a) organization and b) the community
8. Do you anticipate that your organization will continue to apply to EVBF for funds in the future?
9. Are there other principle funders involved in support of your request? If yes, please list them along with their approximate level of support
10. Complete the **Budget Worksheet** in a manner that is understandable to readers from many backgrounds (i.e. make the information show how the requested funds will clearly be used)

#### **Final Report Format**

- Submit a report that clearly supports the actions taken with the grant monies requested
- Attach a final accounting of the expended funds (i.e. how much was used, on what, and when – should be easily extracted from your organization's accounting documents)