



Butler Collaborative for Families

2021-2022

BCF MINI-GRANT



Application Process

# Mini-Grant Specifics

One Mini-grant will be awarded and consist of:

- \$3,500 cash reward and,
- \$600 ancillary funds for grant-writing or marketing support.

Applications must be submitted to the BCF Coordinator by the last business day of October.

# A Note on Ancillary Funds for the Mini-grants...

- Up to \$600 will be made available based on the grant-writing and marketing needs of the mini-grant awardees and must be used within the 2 year period following the date of award.
- Funds may be requested by sending a short proposal for fund use to the Finance Chair of the BCF Executive Committee for review. Final approval will be held by the BCF Executive Committee sans members with an identified conflict of interest.
- Ancillary funding will expire upon the 2 year anniversary of grant award regardless of use.

# Overview of Eligibility: Who?

A Mini-grant must involve **at least 3 BCF members in good standing**.

One member identified as the **lead applicant**

Other two members are **collaborative partners**

Only a non-profit can apply as a lead applicant.

The lead applicant and all collaborative partners must sign the application before it is submitted. The lead applicant will be responsible for all BCF Mini-grant reporting and accountability requirements.

# Overview of Eligibility: What?

Types of projects to be funded are those that address a current gap in the service system. These projects should be new and innovative, or an *expansion* of an existing program that will address an unmet need.

A mini-grant will **NOT** be awarded for:

- One time events or a specific event.

- To fund an annual event.

- To provide funding for the general support of an existing program or event.

Additionally, an organization **may not apply** as the lead applicant more than once within a three year period. They may serve as a collaborative partner.

## Important to note...

Mini-grant applications **must** strive to **address** the **top priorities** as identified through the most recent **County Gap Analysis**.

# Application timeframe and award process...

Applications will be reviewed by a specially formed Ad-Hoc Committee comprised of the general membership to ensure compliance to mini-grant minimum standards.

All approved applicants will present an overview of their applications to the general membership at the November BCF meeting. BCF members **in good standing** will be eligible to vote with 1 vote being cast per agency.

*\*Lead and collaborative applicants will not be eligible to vote for mini-grant awardees.*

Mini-grant awardees will be presented with a check for funding at the at the Merry Resource Fair in December.

# Expending Funds

Funds **MUST** be expended within one year of the award date. The ancillary funds for 10 hours of grant-writing/marketing services must be used within 2 years.

For the standard mini-grant, funds cannot be used to pay for expenses that have already been incurred prior to the actual award date.



## Additionally...

**Mini-grant awardees** are requested to **briefly present** on the status of their project to the general membership **6 months** from funds being granted and again at the **12 month mark**.