

Berea College Appalachian Fund

Serving Appalachia since 1950

Grant Application Guidelines

Application Process

- Submit grant application by deadline.
- Submit report on prior year grant (if applicable) by same deadline.
- Trustees meet in December to review grant requests.
- You will be notified in January whether your request was approved or denied.
- Checks are typically issued in January and July.

Application Guidelines

(Note: Appalachian Fund Affiliates should complete items 1-4; All other applicants should complete items 1-6.)

1. Submit completed and signed **Grant Application Cover Sheet**.
2. Include an **Executive Summary** that succinctly describes your organization, program and the opportunity or need you are addressing (2-3 paragraphs on a separate sheet). This will be shared with the trustees.
3. **Narrative** (Please limit to 3 pages, if possible.)
 - Organizational mission, goals and accomplishments;
 - Project description, include need or opportunity, goals and objectives;
 - Target population (where possible, include number served, geographic area and demographic statistics).
4. **Budget Information**
 - Provide a line-item budget for this grant request showing income and expenses;
 - List other sources of funding for proposed project (show amounts requested or approved); and
 - Provide organization's annual operating budget for the current year.
5. **Management Information**

Briefly answer the following:

 - How often did your board of directors meet in the past year and what was the average percent attendance?
 - What internal financial accounting controls does your organization follow?
 - Are your financial records audited annually?
 - Do the auditors meet with the board or a board committee?
 - What financial information is given to the board and how often is it provided?
 - What is the process used to annually evaluate your organization's executive director?
6. **Supporting Materials**
 - List of board of directors and their affiliations;
 - IRS determination letter indicating tax-exempt status;
 - Most recent annual financial statement (audited, if available); and
 - Annual report (if available).