



*BelPres Legacy Foundation
Grant Request Form*

DATE OF REQUEST:

ORGANIZATION INFORMATION

Organization Name	
Is the Organization a registered 501(c)3? If so, under what name and EIN?	
Organization Address	
Contact Name and Title	
Telephone	
E-mail	

ORGANIZATIONAL DEMOGRAPHICS

Number of full time staff	
Number of part time staff	
Number of volunteers	

OPERATIONAL BUDGET FOR CURRENT YEAR

Total budget	
Sources of income	
Fees/Earned Income	
Individual Contributions	
Special Events	
Other Income	

PROPOSAL

Requested amount	
Date funds needed	
Funding timeframe	

Is this a one-time request or a multi-year request up to three years?

PROJECT INFORMATION (if a project)

Project title	
Total project cost	
Percent of this request	
Whom will the project serve	
How many individuals will the project serve	
What geographic area is involved	

PLEASE LIMIT YOUR ANSWERS TO THE FOLLOWING QUESTIONS TO NO MORE THAN TWO PAGES

1. APPLICANTS MISSION STATEMENT

2. NEEDS STATEMENT

3. PROPOSAL
 - a. How will your proposal address identified needs?
 - b. Projected goals, objectives, and anticipated impact
 - c. What peoples will this proposal benefit?
 - d. What is the Christian merit of this project?

 - e. What other sources of funds are available to meet the total need?
 - f. What is the future source of funding?
 - g. What is the connection to BelPres and/or who is an advocate of your organization that is a member of the BelPres congregation?

4. FOLLOW UP
 - a. Will you maintain financial records to report back to the Legacy Foundation on the use of the funds at the end of the project or annually as requested?

 - b. Do you agree to provide the Legacy Foundation with stories and pictures about the project?

For Annual Grants, the completed application is due to BelPres Mission Management team or directly to the Legacy Foundation (via email lfoundation@belpres.org) by January 31. No late requests will be accepted.



BelPres Legacy Foundation Grant Request Frequently Asked Questions

Is the Legacy Foundation a part of the BelPres Mission + Serve Department?

No, the Legacy Foundation is not part of the BelPres Mission Department. The BelPres Legacy Foundation is a separate entity within the church that is funded primarily from planned/estate giving. The Foundation is managed by a Board of BelPres church members. Although the Legacy Foundation's grant committee will work closely with the church Mission+Serve Department and seek their counsel and guidance during the grant review process, the ultimate decision on who will be funded (and how much) will be determined by the Legacy Foundation Board members.

What amount should I ask for in my grant request?

The Foundation's focus for Annual Grants has a bias toward one-time, non-recurring gifts. Individual Annual Grant awards have normally ranged from \$1,000 to \$15,000, but could vary somewhat from those amounts as well. The ultimate award amount will be voted on by the Board Members on the Legacy Foundation.

When will I hear if I have or have not received a grant?

For the Annual Grant process, the request form is due to us by January 31 and we will normally provide notification by late April or early May.

How is this grant part of my funding through Bellevue Presbyterian Mission budget?

The Legacy Foundation grants are separate from any funding received as part of the BelPres Mission budget.

What types of projects are you looking for? Examples of past grant proposals that have been funded.

The Foundation has historically shown preference to one-time, non-recurring gifts that will provide a direct impact on the mission of worthy Christian entities and/or their projects that espouse Christian principles, invoke Jesus and match the mission priorities of BelPres. There will also be a strong bias to only fund organizations that already have advocates who are active members and/or attenders of the BelPres congregation. The Foundation prefers not to receive grant requests that fund the operational budget for applying entities.

Without naming specific entities, past awards have allowed for the purchase of tools, materials and/or equipment that allowed specific missional projects to be completed or enhanced, structures built and/or expanded to enable service to grow, provided funding to launch or transition into new areas of mission work for entities, and many more.

Where do I send the completed form?

We prefer to receive via email at lfoundation@belpres.org. If you do not have access to email, a hardcopy can be delivered to the church.