Ball Brothers Foundation
RAPID GRANT Guide

Interested in submitting a Rapid Grant? This guide will help you compile all of the information you need prior to logging in to the eGrant system. It will also help you understand what specific information to include in your responses. **Please note: Request cannot exceed $5,000.**

**Overview Information**
- **Category**
  - Select which of BBF’s five focus areas best matches your proposal:
- **Organization Name**
- **Address**
- **Telephone Number**
- **Employer Identification Number (EIN)**
  - This number allows us to verify your nonprofit status. If your organization is a unit of government or a public school, enter zeros.
- **IRS Status**
- **Website**
- **Name of Project**
- **Projected Start and End Date**
  - Note: If awarded a BBF grant, your final report will typically be due 1 month after the listed end date.
- **Total Amount Requested**
  - Request cannot exceed $5k
- **Name, Title and Email of Grant Contact**
  - Identify the person responsible for this grant proposal. If we have questions about your proposal, we may contact this individual.
- **Name and Title of Organizational Leader**
  - Identify the Executive Director or other top executive of your organization.

**Narrative Questions**  **Responses are limited to 2000 characters (includes spaces and punctuation)**

1. What is the purpose of the request?
   - Use this space to identify exactly what you propose to do with a BBF Rapid Grant (How will the grant dollars be used? What need(s) are you addressing?)
2. List and describe what you intend to accomplish if awarded funding
   - What positive, measurable differences do you expect if awarded funding? Be specific.

**Required Attachments**  **Must be in PDF, TIF, BMP or JPG format**
- **Cover letter signed by organizational leader**
  - Your cover letter is the first thing that grant reviewers will read when looking at your application. Please ensure:
    - One page maximum for letter
    - Amount of money requested is clearly stated in letter
    - Letter briefly summarizes purpose of your request
- **Budget including Budget Narrative**
  - A sample budget form can be found by clicking the Forms link under the Grant Application tab on the BBF website, www.ballfdn.org. *Note: we will also accept budget information in other formats, but the budget should reflect only the dollars requested from BBF.*
  - Budget narrative must identify the rationale for each listed expense

*If unable to upload attachments, please submit request without them and send them via e-mail to info@ballfdn.org*