Ball Brothers Foundation
General Grant-PRELIMINARY APPLICATION Guide

Preliminary Application – Every General Grant submitted to the Foundation must begin with a Preliminary Application. You will be notified of the Foundation’s decision regarding submission of a full proposal via the email address on file for your organization.

This guide will help you compile all of the information that you need prior to logging in to the eGrant system. It will also help you understand what specific information to include in your responses through the comments provided in red.

Overview Information

- Category
  - Select which of BBF’s five focus areas best matches your proposal: Arts & Culture, Education, Environment, Health, Human Services, or Public Affairs/Society Benefit.
- Organization Name
- Address
- Telephone Number
- Employer Identification Number (EIN)
  - This number allows us to verify your organization’s nonprofit status. If your organization is a unit of government or a public school, please enter zeros.
- IRS Status
- Website
- Name of Project
- Projected Start and End Date
  - Note: If awarded a grant, in most cases your final report will be due 1 month after the listed end date.
- Total Amount Requested
- 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

Each response is limited to 2000 characters (including spaces and punctuation)

1. Provide an introduction to your organization and its mission
   - Describe the overall purpose of your organization. You may also highlight any notable accomplishments that will give a sense of your organization’s work.

2. Describe the purpose of your request, specifying what you propose to do with a BBF grant
   - Be specific about what you propose to do with grant funding

3. What specific problem(s) would BBF funding help to address?
   - What specific community needs/issues would be addressed? (Include any applicable statistics/research or identified community priorities [ex. Muncie Action Plan] that strengthen your case.) How would support strengthen your organization?

4. Describe the specific population to benefit, including the primary geographical area to be served.
   - Who will be impacted by the proposed activities? If applicable, how many people will benefit?
   - What geographical area will be most impacted?

5. 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 for Preliminary Application  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