Ball Brothers Foundation  
General Grant-FULL PROPOSAL Guide

**Full Proposal**—Only organizations which have been invited to submit a full proposal will have their proposal considered.

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

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<th>Overview Information</th>
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<td><em>This information is imported automatically from your Preliminary Application.</em></td>
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<td><em>Please update any fields that have changed since your original submission.</em></td>
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<th>Full Proposal Narrative</th>
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<td><em>Each response is limited to 2000 characters (including spaces and punctuation)</em></td>
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**Answers to These 5 Questions Will Be Imported Automatically from Preliminary Application:**

*You can update any information that has changed since your original submission or add additional details to strengthen your case for support.*

1. Provide an introduction to your organization and its mission

2. Describe the purpose of your request, specifying what you propose to do with a BBF grant

3. What specific problem(s) would BBF funding help to address?

4. Describe the specific population to benefit, including the primary geographical area to be served.

5. List and describe what you intend to accomplish if awarded funding

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**Questions 6-8 Require Responses to Complete Full Proposal:**

6. Describe your plans for assessing the results and impact of the proposed activities.
   - *Think about: What tools will you use to measure progress? Who will be responsible? When/how often will you evaluate?*

7. List other partners/collaborators involved and describe how you will work together
   - *Think about: Who is involved in carrying out the proposed activities? What will be their role?*

8. In list form, identify other funders involved and dollar amounts. Distinguish: committed funding (c); pending funding which you have already requested (f); and prospective funding which you anticipate requesting (p).
   - *Other funders may include individual donors (you do not need to include individual names), corporations, other foundations, government entities, etc.*
Required Attachments  **Must be in PDF, TIF, BMP or JPG format**
*If unable to upload attachments, please submit request without them and e-mail attachments to info@ballfdn.org

- Updated **cover letter** signed by organizational leader
  - Your cover letter is the first thing that grant reviewers will read. Please ensure:
    - One page maximum for letter
    - Amount of money requested is clearly stated in letter
    - Letter briefly summarizes purpose of your request

- Updated **Budget Worksheet** with **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
    - Double check to ensure budget sheet total matches requested amount listed elsewhere

- **Financial statements**, either audited or unaudited.  
  **Please include the following:**
  - Income Statement for last completed fiscal year
    - (also commonly referred to as Statement of Activities or Profit and Loss Statement)
  - Balance Sheet for last completed fiscal year
    - (also commonly referred to as Statement of Financial Position)

- **Current Year Organizational Budget**

- **Strategic Plan**
  - If you have submitted a strategic plan to Ball Brothers Foundation within the last three years, you do not have to submit the plan with your request. If you have developed a new strategic plan during the same period and have not submitted it to the Foundation, please do so with your request.

- Any other attachments directly related to your request

- List of board members

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

Feel free to contact BBF staff with any questions about attachments or other parts of the application:

- (Phone) 765-741-5500
- (E-Mail) info@ballfdn.org