



# Ball Brothers Foundation RAPID GRANT Guide

Revised  
September 29, 2022

**Interested in submitting a Rapid Grant?** This guide will help you compile the information you need prior to logging in to the GOApply system. It will also help you understand the specific information to include in your responses. **Please note: Request cannot exceed \$5,000. BE SURE YOUR ORGANIZATIONAL PROFILE IN GOAPPLY IS CORRECT BEFORE SUBMITTING A REQUEST.**

## Overview Information

- Program  
*Select which of BBF's five focus areas best matches your proposal:  
Arts & Culture, Education, Environment, Health, Human Services, or Public Affairs/Society Benefit*
- IRS Status  
*Reminder: we can only grant to nonprofit entities*
- Title of Project
- Start & End Dates of Project  
*If awarded funding, the final report will typically be due 30 days after the ending date*
- Total Amount Requested  
*Reminder: Request should not exceed \$5,000*
- Name, Title & Email of Grant Contact  
*Identify the person responsible for this grant proposal. If we have questions, we may contact this individual*
- Name, Title & Email of Organizational Leader  
*Identify the Executive Director or other top executive of the organization*

## Narrative Question – 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? 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
  - *The cover letter is the first thing that grant reviewers will read when looking at your application*  
*Please ensure:*
    - ✓ *One page maximum*
    - ✓ *Amount of money requested is clearly stated in letter*
    - ✓ *Letter briefly summarizes purpose of request*
- Budget including Budget Narrative
  - *A sample budget form can be found by clicking the How to Apply link on the BBF website, [www.ballfdn.org](http://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*
- Any other document that supports your application

**\*If unable to upload attachments, please submit request without them and send them via email to [info@ballfdn.org](mailto:info@ballfdn.org)**