



Ball Brothers Foundation GENERAL GRANT – FULL PROPOSAL Guide

Revised
November 4, 2022

Full Proposal – Only organizations 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 in to the GoApply system. It will also help you understand the specific information to include in your responses through the comments provided in *red*.

THIS INFORMATION ONLY NEEDS UPDATED IF SOMETHING HAS CHANGED SINCE THE PRELIMINARY APPLICATION WAS SUBMITTED.

Overview Information

1. Title of Project
2. Start & End Dates of Project

If awarded funding, the final report will typically be due 30 days after the ending date

Preliminary Application Narrative Questions – Responses are limited to 2000 characters (includes spaces and punctuation)

1. Provide an introduction to your organization and its mission.
2. What is the purpose of your request? Be specific about what you propose to do with BBF funding.
3. What specific problem(s) would BBF funding help to address?

Full Proposal Narrative Questions – Responses are limited to 2000 characters (includes spaces and punctuation)

Questions 1-4 Require Responses to Complete Full Proposal:

1. Total Amount Requested
2. Describe the specific population to benefit, including the primary geographic area to be served.
3. List other partners/collaborators involved and describe how you will work together.
 - *Think about: who is involved in carrying out the proposed activities? What is their role?*
4. In list form, identify other funders involved and dollar amounts. Distinguish: Committed funding (c); pending funding which you have already requested (p); and prospective funding which you anticipate requesting (f).
 - *Other funders may include individual donors (you do not need to include individual names), corporations, other foundations, government entities, etc.*

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Required Attachment Info



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Required Attachments

Must be in PDF, TIF, BMP or JPG format*

- **Updated 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 (be sure to update this if the amount has changed since submitting the preliminary application)*
 - ✓ *Letter briefly summarizes purpose of request*

- **Updated 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. *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*

- **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, there is no need to resubmit. 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**

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