

Grant Application Questions

Please use this as a reference and working document. These questions will be on the application form. Only applications submitted through our digital form will be accepted. This document is for reference only.

CONTACT INFORMATION

Email*

Date*

Name of person who is submitting application:*

Title of person who is submitting application:*

Name of Organization applying for grant:*

Has your organization received a grant from the Bowling Green Community Foundation in the past? If so, in what year did you receive the grant? *

Provide a brief description of your organization and its mission.*

Identify the approximate number of individuals or families your organization services in the zip code area of 43402 or 43403. If your programs serves people outside the city limits of Bowling Green, please specify exactly funding that you are requesting for use by Bowling Green residents only, and how you will verify that use to the BGCF.*

Name of CEO, President, or Director or Organization applying for grant:*

If the organization applying for grant is not a 501c3 organization but going under the umbrella of a sponsoring organization (that is a 501c3 organization) list that organization below:

If your organization is not a 501c3 organization and is being sponsored by another 501c3 organization, identify the organization, its primary purpose and activities, and explain the relationship.

Mailing address of organization applying for grant:*

Physical Address of organization, if applicable.

Telephone number of organization applying for grant:*

Applicant cell phone number:*

E-mail address of organization if different from organization above:

Grant Project Name:*

Estimated cost of the grant project:*

Grant amount requested from BGCF (maximum available is \$7,500):*

State the goals and objectives of the project.*

Identify the problems or needs the project will address.*

Identify who will benefit from the project.*

Identify the project time frame for implementing the grant.*

Identify the person(s) who will implement and supervise the project. Briefly describe their qualifications.*

Identify the procedure used to evaluate the project.*

State the outcomes necessary to classify the project a success and the impact if your project is not funded.*

Provide a project budget including a list of income and expenses. Please include sources of funding, both solicited and received. You can either submit this information here or upload a file in the next question.*

Please add a copy of the budget information requested in the previous question.

[Add file](#)

If your project will be ongoing, write a brief description of your plans including anticipated future financial needs. Identify potential sources of support for the project once BGCF funds are expended:*

Identify any organizations that will help coordinate or collaborate on the outcome of the project and explain how.

Please upload grant application signature page.*

Please label the file: organizationname_signaturepage

[Add file](#)

Please upload a file with the names and affiliations of your organizations board of trustees, executive committee, and/or volunteers for this project.*

Please label the file: organzationname_volunteers

[Add file](#)

Please upload a copy of the organization's or sponsoring organization's tax exemption letter from the IRS. If you are not attaching a document then upload the explanation for the reason why.*

Please label the file: organizationname_taxexempt

[Add file](#)

I am a 501c3 organization located in the 43402 or 43403 area zip code or the grant being requested will serve people in the 43402 or 43403 zip code area. If there is a sponsoring organization that is a 501c3 organization check "other".*

I will spend the allotted money in the 2026 calendar year. If the grant project does not come about, I will repay the BGCF for the money that was given to my organization.*

I am aware that if the end-of-the year report is not received by the deadline on the form that my organization will not be considered for a grant for a five year period.*

I will sign and return by December 31, 2026 a document called BGCF Grant Acceptance Requirements. This form will be sent to you with your grant acceptance letter. This form outlines the requirement that a report must be submitted to BGCF by November 30, 2027 with details regarding the completion of the grant. Failure to submit this report by the designated timeline will require the grant funds to be returned to BGCF and could disqualify recipients for future grants. *

I will mention the BGCF as a supporter of our grant project or include the BGCF logo on any promotional paperwork sent to advertise the event in a newspaper, social media, or handed out at the function.*

I understand that if my organization should receive a grant, a representative of our organization must pick up the check at the Grant Reception to be held in January of 2027.*

I understand that all grant recipients are required to attend an informational meeting prior to the distribution of grant monies to discuss the process, specifics about the grant requirements and the follow up report.*

I understand that each grant recipient is required to submit at least 5 pictures obtained during the implementation of the project and that represent the scope of the project. These photos will be used in BGCF promotional materials and our social media.*

Thank you for applying!