



# Brown County Community Foundation

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## 2010 Mini-Grant Accountability Requirements Statement

**This is a Contractual Agreement that shall be specifically enforceable. All of the provisions of the Contractual Agreement are important and shall be implemented in a conscientious manner.**

### Report Requirements:

I, the undersigned, in accepting a grant from the Brown County Community Foundation, Inc. agree to provide the Foundation with a written narrative, financial report and other requested information, *as requested in the 2010 Grant Accountability Report Guidelines* I receive with this agreement.

### Use of BCCF Grant Funds:

I also understand that the monies received are to be utilized for purposes outlined in my Grant Application and/or specifically restricted purposes outlined by the Foundation. If circumstances prevent our organization from completion of our project by the deadline date, I will contact the Brown County Community Foundation office and request an extension.

### Publicity Agreement:

I agree that any publicity regarding this project should include reference to the Brown County Community Foundation, Inc. as a supporting partner.

Grantee Organization Name: \_\_\_\_\_

Grantee Organization Address: \_\_\_\_\_

Amount of Brown County Community Foundation, Inc. Grant: \$ \_\_\_\_\_ awarded for:

\_\_\_\_\_

Approved by: BCCF CEO, \_\_\_\_\_ Date: \_\_\_\_\_

BCCF Grants Chair, \_\_\_\_\_ Date: \_\_\_\_\_

**Grant Accountability Report Due: 30 days after completion of project ~ failure to file a grant accountability statement will affect future funding.**

Grant Funds Received by: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Brown County Community Foundation  
Adopted by the Board of Trustees ~ November 28, 2005  
Revised by BCCF Staff 1-8-09

# BROWN COUNTY COMMUNITY FOUNDATION INC.

## *Mini-Grant Application - 2010 Small Projects*

All Brown County 501(c)3 organizations are eligible. Mini Grants will be awarded quarterly. Each grant request must not exceed \$500.00 and can be awarded only one time per calendar year. Grants will not be awarded to tax-based entities and no operating funds can be awarded. If possible, attach a portion of the 2008 BCCF Needs Assessment and how it articulates the need for your grant project.

**Please attach a copy of your agency's 501(c)3 letter.**

Name of Organization: \_\_\_\_\_

Address:

\_\_\_\_\_

Street/P.O. Box

City

Zip

Phone:

\_\_\_\_\_

Email:

\_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Title:

\_\_\_\_\_

Mission of Organization: \_\_\_\_\_

\_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Amount of Funds Requested: \$\_\_\_\_\_ Total Project Budget: \$\_\_\_\_\_

If total cost is not covered by mini-grant, what will be the source of the remaining funds?

\_\_\_\_\_

Timeline of Project: From (date): \_\_\_\_\_ until (date): \_\_\_\_\_

(Project **must be completed** within 12 months of receiving award notification.)

**Please write a three paragraph summary, on a separate page, that describes your project/need/event; who it will assist; how many it will assist; and who will oversee the project.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please PRINT your name: \_\_\_\_\_

**2010 Mini-Grant Deadlines: March 31 – June 30 – September 29 – December 29**