



# BETHANY LEGACY FOUNDATION

## 2025 Long Grant Application

This application is designed for requests above \$50,000. Throughout the application process, both a pre-application and a full application will be submitted, with an estimated timeline of approximately twelve weeks.

### Pre-application

BLF requires a pre-application to be submitted before a full application can be submitted. Answers in the pre-application will be carried over into the full application and can be updated as needed.

1. **Project Title:** What is the title of the project you are requesting funding for?
2. **Primary Contact:** Who is the main contact of the project you are requesting funding for?
3. **BLF Pillars:** As part of our 2025-2030 strategy, BLF is focused on achieving the following outcomes. Which of the following does your project support? Select all that apply:
  - a. **A Thriving Workforce:** Jefferson County is a desirable place to live and work that attracts and retains top talent
  - b. **Strong Youth (0-18):** Kids have a strong foundation and build resilience
  - c. **Empowered Adults (18-65):** Adults are healthy, educated, and productive citizens
  - d. **Stable Seniors (65+):** Seniors are independent and Grow Old with Love and Dignity (GOLD)
4. **BLF Focus Areas:** In order to achieve the outcomes above, BLF is concentrating funding on the following Focus Areas. Which of the following does your project most closely align with? Select all that apply (for more details refer to grant guidelines).
  - a. **Childcare:** Expand access and options for quality childcare to improve outcomes for families and businesses.
  - b. **Housing:** Build stability through access to quality, safe, and affordable housing.
  - c. **Recreation:** Expand recreation options to promote health, connections, and high quality of life
  - d. **Professional Development:** Build skills and knowledge through professional development to enhance and advance careers
  - e. **Mental Health:** Build mental health resilience and healing through holistic and preventative approaches
  - f. **Transportation:** Bridge distances by increasing options and access to transportation.
  - g. **Social Services:** Grow social services that strengthen and empower individuals and families.

5. **Project Summary:** Provide an overview of the project. Include what success looks like and how the project supports the Pillar(s) AND Focus Area(s) you selected above.
6. **Project Timeline:** Describe when you would like or need the requested funding by, when you anticipate starting and completing the project, or if this is part of an ongoing service. If this is a time-sensitive request, please provide that clarification.
7. **Requested Amount:** What is the total amount of funding that you are requesting from BLF?
8. **Multi-year Funding:** If this is a request for multiple years of funding, specify the years you are requesting funding for and the amount of funding needed for each year.
9. **Organization Type:** Select the type of entity that describes your organization. If you are using a fiscal sponsor, select 'Other.'
  - a. 501c3
  - b. Government entity
  - c. Accredited School – public
  - d. Accredited School – private
  - e. Church
  - f. Other
10. **Other Type of Organization:** If your organization type is not listed above, or if you are using a fiscal sponsor, identify that here.
11. **Jefferson County Connection:** Clarify the project's relationship to Jefferson County.
  - a. The project occurs in Jefferson County and directly serves Jefferson County residents.
  - b. The project is based outside of Jefferson County but will directly serve Jefferson County residents.
  - c. The project is based outside of Jefferson County and will indirectly serve Jefferson County residents.
12. **Ineligible Activities:** Does the request include funding for lobbying, political campaigns, or sponsorships? – Y/N
13. **Youth Project Requirement:** If this project includes working with minors, are your staff and volunteers required to complete background checks? - Y/N/NA

## Full Application

A pre-application is required to be completed and approved before a full application can be submitted. Answers from the pre-application are carried over and can be updated if needed (\*).

### REQUEST AND TIMELINE

1. **\*Project Title:** What is the title of the project you are requesting funding for?

2. **\*Primary Contact:** Who is the main contact of the project you are requesting funding for?
3. **\*BLF Pillars:** As part of our 2025-2030 strategy, BLF is focused on achieving the following outcomes. Which of the following does your project support? Select all that apply:
  - a. **A Thriving Workforce:** Jefferson County is a desirable place to live and work that attracts and retains top talent
  - b. **Strong Youth (0-18):** Kids have a strong foundation and build resilience
  - c. **Empowered Adults (18-65):** Adults are healthy, educated, and productive citizens
  - d. **Stable Seniors (65+):** Seniors are independent and Grow Old with Love and Dignity (GOLD)
4. **\*BLF Focus Areas:** In order to achieve the outcomes above, BLF is concentrating funding on the following Focus Areas. Which of the following does your project most closely align with? Select all that apply (for more details refer to grant guidelines).
  - a. **Childcare:** Expand access and options for quality childcare to improve outcomes for families and businesses.
  - b. **Housing:** Build stability through access to quality, safe, and affordable housing.
  - c. **Recreation:** Expand recreation options to promote health, connections, and high quality of life
  - d. **Professional Development:** Build skills and knowledge through professional development to enhance and advance careers
  - e. **Mental Health:** Build mental health resilience and healing through holistic and preventative approaches
  - f. **Transportation:** Bridge distances by increasing options and access to transportation.
  - g. **Social Services:** Grow social services that strengthen and empower individuals and families.
5. **\*Project Summary:** Provide an overview of the project. Include what success looks like and how the project supports the Pillar(s) AND Focus Area(s) you selected above.
6. **\*Jefferson County Connection:** Clarify the project's relationship to Jefferson County:
  - a. The project occurs in Jefferson County and directly serves Jefferson County residents.
  - b. The project is based outside of Jefferson County but will directly serve Jefferson County residents.
  - c. The project is based outside of Jefferson County and will indirectly serve Jefferson County residents.
7. **\*Project Timeline:** Describe when you would like or need the requested funding by, when you anticipate starting and completing the project, or if this is part of an ongoing service. If this is a time-sensitive request, please provide clarification.

## ALIGNMENT TO BLF FUNDING PRIORITIES

Put "N/A" for any that do not apply to your project. BLF does not expect projects to include all of the following elements, but projects that have multiple will be scored higher than those that have none.

8. **Two (2) or more BLF Focus Areas:** How does this project have a positive impact on two or more BLF Focus Areas (i.e. Housing, Recreation, Childcare, Professional Development, Mental Health, Transportation, Social Services\*)?

9. **Systems Change:** How does this project create lasting, structural improvements in policies, practices, or resource distribution to address the root causes of social challenges?
10. **Prevention:** How does this project proactively reduce or eliminate the risk of negative social, economic, or health outcomes before they occur?
11. **Innovation:** How does this project represent a new and creative approach that addresses social challenges more effectively than existing solutions? Is there an opportunity to pilot/test an idea, theory, or project and then scale?
12. **Collaboration:** How does this project involve multiple organizations working together towards a specific goal and/or cross-sector collaboration? List any current confirmed partners you have engaged with to accomplish this proposal and describe their role(s). You may also include organizations you intend to engage with but have not yet. Clearly specify which organizations are confirmed and which are intended partners.
13. **Accessibility:** How does this project ensure that programs, services, and resources are inclusive, equitable, and available to all individuals, particularly those facing barriers due to disability, language, geography, income level, or other factors?
14. **Sustainability:** How will this project maintain impact, services or benefits beyond the grant funding period? Clarify if this is not applicable because the request is a pilot or a one-time investment with no ongoing costs.

## ORGANIZATION OVERVIEW

15. **\*Organization Type:** Select the type of entity that describes your organization. If you are using a fiscal sponsor, select other.
  - a. 501c3
  - b. Government entity
  - c. Accredited School – public
  - d. Accredited School – private
  - e. Church
  - f. Other
16. **\*Other Type of Organization:** If your organization type is not listed above, or if you are using a fiscal sponsor, identify that here.
17. **Organization Overview:** Describe your organization, its mission, its service area, and what it does for the community. If your website provides this information, you may provide a link to it instead of answering this question.
18. **New Organization or Project (to include Questions 29 – 31):** Was your organization incorporated within the last three years OR does this project represent new work your organization has never done before?
  - a. Yes: my organization was incorporated in 2022 or more recently.
  - b. Yes: my organization was incorporated more than three years ago BUT we have never done a project like this.

- c. No: my organization was incorporated more than three years ago AND this project is very similar to the work we have done before.

## MEASURING IMPACT

19. **Individuals Served:** As part of grant reporting, BLF requests demographic information on individuals served by the grant (e.g. age, gender, ethnicity). It is not required that all projects report on this information, but it is preferred, when possible, to help BLF understand who in our community is most impacted by our grantmaking and who is missed. Does your organization track client demographic data, and if so, will you be able to provide information specific to clients served by this grant?
  - a. Yes, my organization tracks client demographic data and can report on individuals served directly by this grant.
  - b. Yes, my organization tracks client demographic data but cannot provide that information specific individuals served by this grant.
  - c. No, my organization does not track client demographic data.
  - d. N/A, this project does not include serving clients directly.
20. **Impact Measures:** In your Project Summary you described what success looks like at the end of your project. How will you know if your project is successful? In other words, what specific measures or indicators will you use to evaluate whether your project achieved its desired impact?

## BUDGET AND QUOTES

21. **Total Project Budget:** What is the total dollar amount/cost of this project?
22. **Requested Amount:** What is the total amount of funding that you are requesting from BLF?
23. **Multi-year Funding:** If this is a request for multiple years of funding, specify the years you are requesting funding for and the amount of funding needed for each year.
24. **Request Summary:** If the requested amount is not for the full project cost, describe what BLF funding will be used for specifically. If the BLF request is the same as the project summary, put N/A.
25. **Budget Attachment:** Provide a detailed budget for the entire project. This should outline all expenses, including overhead, AND all confirmed and requested sources of income, including the requested funding from BLF. Use templates provided here if needed. [Click here to access the single year template.](#) [Click here to access the multiyear template.](#)
26. **Budget Narrative:** If needed, provide a narrative for the attached budget, including explanations of revenues and expenses.
27. **Quote 1 Attachment:** Provide your first quote. BLF generally requires two quotes for work involving vendors or contractors. [Click here](#) to see guidance on quotes and allowable exceptions to the requirement for two.
28. **Quote 2 Attachment:** Provide your second quote.

29. **Quote Narrative:** If needed, provide a narrative for the attached quotes. The narrative could include the reason for only having one quote, why the more expensive quote was chosen, or disclose if a relationship exists between the vendor and applicant.
30. **Partial or Denied Funding:** If BLF awards partial funding or declines this request, what would your next step be?

## NEW ORGANIZATION OR PROJECT

BLF completes a deeper level of due diligence for new organizations or organizations taking on completely new work. BLF staff will likely have additional questions that are more specific to your proposal. **Only shows if applicant answers “Yes” to Question 16.**

31. **Key Position or Staff:** Will staff or volunteers oversee this project?
  - a. One or more staff members who are already in place
  - b. One or more staff members who will be hired for this project
  - c. One or more volunteers
32. **Leadership:** Provide the list of names and tenure of your Board of Directors or the group or position to which the Key Position will report.
33. **Community Support (attachment):** Given the scale and newness of the project, BLF requires evidence that this is something community partners or the general public will support. Please include letters of support from related organizations or similar.

## CONCLUSION

34. **Other Information:** Is there anything else you would like to share about the request that is not covered in this application?

## OTHER ATTACHMENTS

35. **Nonprofit, Church, or Accredited Private School - Balance Sheet Attachment:** Share your organization's most recent Balance Sheet. This is also called a 'Statement of Financial Position,' which you can typically pull from your accounting system. It should include your organization's assets (what is owned) and liabilities (what is owed).
  - a. Will only show if applicant answered question 13 with (a), (d) or (e)
36. **Nonprofit, Church, or Accredited Private School - Balance Sheet Narrative:** If needed, provide a narrative for the attached Balance Sheet, including why it is not available to attach.
  - a. Will only show if applicant answered question 13 with (a), (d) or (e)
37. **Nonprofit or Accredited Private School - Most Recent 990 Attachment:** Share your organization's most recent copy of your 990, 990EZ, or 990-N if you are a nonprofit.
  - a. Will only show if applicant answered question 13 with (a) or (d)

38. **Nonprofit or Accredited Private School - 990 Narrative:** If needed, provide a narrative for the attached 990, including why it is not available to attach.
- a. Will only show if applicant answered question 13 with (a) or (d)

39. **Other Attachment:** Share an additional document if needed. If you have multiple documents you need to upload, they will need to be combined before uploading.

If a fiscal sponsor is applying for this funding on behalf of an ineligible individual or group, upload the agreement that is or will be in place between the two entities. [Click here to use the template provided if needed.](#)

If the funding request is for a public space such as a playground or park, please upload documentation of community support. This can be a letter of support from an entity representing community voice or community engagement survey results indicating public will, or any similar documentation.

40. **Other Attachment Narrative:** If you have uploaded an additional attachment, provide any helpful notes on the attachment here.