

THE BARON AND BLUE FOUNDATION

Electronic Application Requirements & Directions

All grant applications must be submitted electronically

MISSION: The Baron and Blue Foundation strives to enhance the function of non-profit organizations in the Dallas Community by assisting to maintain existing programs and further opportunities for grassroots organizations focusing on homelessness, transitional housing and the needs of the underserved.

Grants are awarded twice yearly. Your request must align with our mission and funding cycles in order to receive funding. You may only apply for 1 grant cycle per year.

Fall Grant Cycle

Deadline: October 1, 2014

Grants Awarded: November 2014

The fall cycle focuses on housing (transitional, permanent supportive, and/or affordable) for the homeless in Dallas. Proposals for the development of housing for homeless and formerly homeless clients will also be considered.

Spring Grant Cycle

Deadline: April 1, 2014

Grants Awarded: June 2014

The spring cycle focuses specifically on emergency or short-term (3 months or less) support services to homeless individuals and families in Dallas.

Grants are limited to qualified charitable organizations in Dallas County. Grants are not awarded to individuals.

The Online Application is available at the following address:

www.baronandbluefoundation.org/grant-application

- 1) Please note that applications **must be submitted online** and applications sent via postal mail or via hand delivery will not be returned unopened.
- 2) Review the following pages of questions prior to starting to fill out the online application form so you are prepared with all of the needed information and files you will be asked to upload.
- 3) Save your work in a separate file offline in case of technical difficulties or interruptions. The grant application must be completed in one session and cannot be

saved online.

- 4) You will receive a confirmation email once your application is submitted.
- 5) If you cannot provide a required document or details, please include a statement in the Notes section as to why it was not included.
- 6) Please note that if any documents are missing from your application, it may not be considered.
- 7) If your organization received a grant last year, please remember to send the progress report on the use of the funds via email so that it is received by March 15 for the Spring Cycle and September 15 for the Fall Cycle. This report is required before future funding will be considered.

Contact Information:
The Baron and Blue Foundation
info@baronandbluefoundation.org
Phone: (214) 800-2828

Baron and Blue Foundation Application Questions

SECTION 1 / General Information & Files to Upload

- Name of Organization
- Organization Website
- Amount Requested
- Did your organization receive a grant from the Baron and Blue Foundation last year?
- Name of Executive Director
- Email of Executive Director
- Name of Contact Person
- Title of Contact Person
- Phone Number of Contact Person
- Email of Contact Person
- Organization Information
- Mission of the Organization
 - Brief history of the organization, including its development, current programs and accomplishments, number of clients served last year, and current number of staff and volunteers*
- Total Organizational Budget for the Current Year
- Is your organization tax exempt under Section 501(c)(3)?
- Date of Incorporation
- FEIN number (or equivalent)
- Mailing Address
- United Way Funded?
- United Way Member?
- This request is for:
 - Program/Project
 - General Operating Support
 - Capital
 - Other
- Title of specific program/project (if applicable)
- Primary service category of organization
 - Education
 - Housing/Shelter
 - Employment
 - Human Service
 - Health
 - Homelessness
 - Other

Geographic Service Area

- City of Dallas
- Dallas County
- Dallas Neighborhood(s)

Files to upload

Please upload the following files in PDF or Microsoft Word format.

1. Documentation of organization's 501 (c) (3) tax exempt status
2. List of Board Officers/Trustees (include their professions)
3. Current YTD income/expense statement including Profit and Loss Statements for the past 2 years
4. IRS Form 990 from last 2 years (or last two years approved by Board)
5. Copy of organization's Annual Report (if your organization produces one)
6. Copies of the minutes from your Board of Directors' last two meetings

SECTION 2 / Details of Grant Request

- Program/Project Budget (not the organizational budget)
- List other grants or matching funds (including amounts) applied for by your organization for this Program/Project
- List other funds/grants (including amounts) received by your organization for this Program/Project
- Please list the financial breakdown of the Program/Project Budget and what percentage of the program expense is being requested from the Baron and Blue Foundation
- Describe how the funds will be used, including a list of anticipated results and timetable of implementation
- List the Program/Project Goals and how the program/project will be evaluated to determine its success/effect.
- Explain how the Program/Project will be supported after the grant period (include projected income sources)
- Additional Comments/Notes

SECTION 3 / Site Visit Details

As part of the grant application process, a site visit is conducted by the Baron and Blue Foundation. We will contact the person listed below to arrange a date and time.

- Name of Site Visit Contact
- Phone Number of Site Visit Contact
- Email of Site Visit Contact
- Name of Site Program/Service Facility
- Is this a confidential location/safe house?
- Address of Program/Service Facility for the Site
- Notes

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