



Bobby Labonte Foundation Grant Process 2017 Guidelines

Application Deadline March 31, 2017

The vision of the Bobby Labonte Foundation is a cohesive community in which children, parents and families are empowered to fulfill children's needs and find joy, love and happiness.

The mission of the Bobby Labonte Foundation is to work in partnership with our community to empower parents, families and children to build a strong foundation for children's futures.

GRANT GUIDELINES

Any non-profit organization may apply for a grant from the Bobby Labonte Foundation according to the following guidelines:

1. The organization's work or purpose for requesting a grant must focus on children, parents and/or families and/or building successful futures for children.
2. The organization or work must be located within Davidson County, Randolph County, Guilford County and/or Forsyth County.
3. The organization must be willing to provide a minimum of 8 volunteers to the Labonte Charity Cycling event on September 9th, 2017.
4. The final grant report must be submitted and all funds granted to the organization must be utilized by June 30, 2018.
5. The organization shall provide a midyear report by March 30, 2018 to the Director of the Bobby Labonte Foundation, which shall include a minimum of an update on the progress or impact of the work for which the organization received the grant, expenditures to date and projected expenditures. The Bobby Labonte Foundation will also visit the organization to see the work in progress.
6. Bobby Labonte Foundation will announce all organizations to receive grants for by May 1, 2017.
7. All grants will be awarded in check form on or by November 10, 2017 and must be cashed by the receiving organization by December 15, 2017.
8. Organizations must be a 501©3 by the application deadline and submit your proof of 501©3 status with the application.

APPLICATION PROCEDURES & SCHEDULE

- Complete and deliver or mail five (5) identical and complete copies of the application and supporting documentation. **Electronic submissions of applications or grant reports will not be accepted.**
- All requested and required information must be included in each copy, such as 501©3 certificate and supporting documentation, and include the applicant's original signature.
- **Applications and reports must be computer generated or typed.** Handwritten applications will not be accepted.
- The application MUST be no more than 5 pages in length; using Times New Roman 12pt font with 1" margins on each page. In the event you are including additional support information such as brochures, flyers, guides, etc. then please provide those in quantities of 5.
- To receive an application via email, please contact Stephanie Crafford at 336.434.1800 or scrafford@bleinc.net. Applications are also accessible via the web at www.bobbylabontefoundation.org.
- **Application Deadline is March 31, 2017 at 12:00pm (noon ET)**

Mail or Deliver Applications to:

**Bobby Labonte Foundation
5740 Hopewell Church Rd
Trinity, NC 27370**

- **Bobby Labonte Foundation is open 8:30am - 5:00pm Monday – Thursday;
8:30am - 12pm Friday**

PAYMENT OF APPROVED GRANTS

Approved grants will be paid in a lump sum on or before November 10, 2017.

REPORTS REQUIRED

- A mid-term progress report will be due to the Bobby Labonte Foundation by March 30, 2018, which must include a minimum of: an update on the progress or impact of the work for which the organization received the grant expenditures, to date and projected future expenditures.
- A final report will be due to the Bobby Labonte Foundation by June 30, 2018, which includes detailed impact and all expenditures.



BOBBY LABONTE FOUNDATION GRANT PROGRAM 2017 APPLICATION

**Application Deadline: Friday, March 31, 2017 Notification by: Monday, May 1, 2017
COVER SHEET**

Legal Name of Organization Applying:

Federal Tax ID Number:

Current Total Annual Operation Budget:

Executive Director:

Phone Number:

Contact Person/Title/Phone Number (if different from Executive Director):

Address (Principal/Administrative Office):

City/State/Zip:

E-mail Address:

Purpose of Grant (one sentence):

Amount Requested:

Geographic Area Served:

Dated Signature of Nonprofit Executive Director AND Board Chair:

**This application is due at the office of the Bobby Labonte Foundation by 12:00pm on
March 31, 2017**

No Postmarks will be honored

Grant Application Format

Please provide the following information as listed.

Use the provided headings and numbers in your own words, thus leaving flexibility for the length of responses. However, the grand application must be typed using Times New Roman 12pt font with 1" margins.

You are allowed to submit the cover page and five additional application pages, which are to be, stapled together DO NOT paper clip. Any applications exceeding the allowed number of pages will be automatically rejected.

1. **Organization:** Please state the mission and goals of your organization.
2. **Need:** Please state the needs/problems to be addressed, description of the target population including numbers and geographic area, and how they will benefit.
3. **Program Objectives:** Please state the program goals – what does this program hope to accomplish.
4. **Method:** Please state the plan to implement the program including the specific sequence of activities necessary and a timetable stating when the program will begin and end.
5. **Personnel:** Describe the qualifications of key staff and volunteers that will ensure success of the program – please detail any specific training involved.
6. **Coordination:** Acknowledge similar existing projects, if any, and explain how your proposal differs. If your project involves direct coordination with another organization(s), please give details about each organization's responsibilities and how all involved if the money is given to one organization will use the grant.
7. **Evaluation:** Please describe how success will be defined and measured. Please note that this success will be required to be reported to the Foundation as part of the review process. Reviews will take place in March and June; you will be asked to present the results of your grant use to the review committee.
8. **Budget:** Use the **Grant Budget Format** that follows and prepare the program or capital budget.

Program Revenue

Bobby Labonte Foundation Funding request
Foundation Funding
Corporate Funding
Income from Tickets of Fees
In-Kind Support
Other

Total Revenue

Program Expenses

Salaries
Payroll Taxes & Benefits
Insurance
Supplies
Rent
Utilities
Marketing
Printing
Postage
Travel
Telephone

Total Expenses

The Total Revenue and Total Expenses should be the same number. Please add any categories that apply to your program and only use the number of lines you need. ***The budget does not have to be on a separate page.***

9. **Explanation Paragraph:** Please explain how the program or project will be accomplished if the total amount requested is not awarded.
10. **Sustainability:** Please provide your plan for the continuation of the project or program once the grant award has been spent.

Attachments: (Remember to provide 5 copies of each—these will not be returned)

- A copy of the IRS Determination letter indicating 501©3 tax-exempt status
- List of Board of Directors (We may contact these people for our due diligence)
- Current Annual Operation Budget, including expenses and revenue



RETURN APPLICATION TO:

BOBBY LABONTE FOUNDATION
5740 Hopewell Church Rd
Trinity, NC 27370

IMPORTANT: Mail or deliver five (5) hard copies of the application. If you are providing additional handouts with the application such as brochures, flyers, etc., please provide them in quantities of 5. The additional handouts will be included with your application for review by the committee.

If you would like an application emailed to you, please email scrafford@bleinc.net. When requesting an application via email, be sure to put "Request for Grant Application" in the subject line. The application is also available on the web at www.bobbylabontefoundation.org.

**APPLICATIONS WILL NOT BE ACCEPTED AFTER
MARCH 31, 2017 at 12pm (noon ET)**

KEY DATES:

MARCH 31, 2017 – Applications due

MAY 1, 2017 – Granted organizations announced and notified via email

SEPTEMBER 9, 2017 – Volunteer day at Bobby Labonte Foundation Charity Cycling Event

NOVEMBER 10, 2017 – Date by which grant checks will be awarded

DECEMBER 15, 2017 – Date by which grant checks must be cashed

MARCH 30, 2018 – Mid-year report due

JUNE 30, 2018 – Final report due, all funds must be used or returned

DID YOU REMEMBER:

- To type your application and reports
- To include your non-profit status letter
- To sign your application by both Executive Director and Board Chair
- To provide 5 copies of your application
- To provide 5 copies of any accompanied handouts