

THE BURKE CHARITABLE PROPERTIES FUND 2025 GRANT APPLICATION GUIDELINES

The Burke Charitable Properties Fund is accepting grant applications from tax-exempt 501(c)(3) organizations that serve residents of Burke County. In alignment with the mission of the founders of Burke Charitable Properties, the Fund's purpose is to assist non-profit organizations with facility costs that support or expand programs benefiting the community.

The Community Foundation of Burke County (CFBC) will administer the 2025 Grant Cycle for The Burke Charitable Properties Fund, using the Foundant online grant management system. Grants awarded through the Fund must be used exclusively for charitable, religious, humanitarian, or educational purposes within the state of North Carolina.

STEP 1: Review Funding Guidelines - Please read the guidelines carefully before submitting your application.

The Burke Charitable Properties fund prioritizes funding for:

- Facility costs necessary to support or expand programs
- Emergency facility costs as they arise

The Fund generally does not provide funding for:

- Routine operating expenses or ongoing program costs
- Annual fund campaigns or capital campaigns
- Political purposes
- Organizations that have not been determined tax-exempt under Section 509(a)(1) and 170(b)(1)(a) of the Internal Revenue Code
- Augmenting endowments

STEP 2: Deadlines – Please review the deadlines before applying.

- Application Process Opens: **March 1, 2025**
- Application Process Closes: **October 1, 2025, 5:00pm**
- Emergency Applications: If an urgent facility cost arises unexpectedly, emergency applications may be submitted by completing the online application and notifying Aubrey Robbie at arobbie@cfburkecounty.org. These requests will be reviewed and considered by the committee on a case-by-case basis.

STEP 3: Grant Decisions

Grant applications will be reviewed by The Burke Charitable Properties Committee in October 2025.

Applicants will be notified of the Committee's decision by December, and funds will be disbursed no later than December 31, 2025.

STEP 4: How To Apply – To start the grant process, please follow the steps below.

- If you have previously applied for a grant from CFBC, Burke Youth Organized Philanthropists (BYOP), Rostan Family Foundation, or the Burke Women's Fund (BWF), then log on to <https://www.grantinterface.com/Common/LogOn.aspx?urlkey=cfburkecounty>. Enter your login information and press the "Log On" button to enter the Foundant Grant Lifecycle Manager. If you have misplaced your login information, please contact the CFBC office at 828-437-7105.

- If you have never applied for a grant from CFBC, BYOP, Rostan Family Foundation, or BWF, logon to <https://www.grantinterface.com/Common/LogOn.aspx?urlkey=cfburkecounty> and click on Create New Account.
- After you have registered, you will be directed to the Application Page.
- **Click on “Apply” to access the Application Form**
- **Click on “Dashboard” to review the status of your Application and Progress Report form.**

STEP 5: Uploading Files – To upload files, please follow the directions below.

- In general, acceptable file types for uploading files are: Microsoft Word/Excel and Adobe PDF (PDF) files
- Only one file can be uploaded per question. Multiple documents must be combined into one file and then uploaded.
- If the document(s) that need to be attached are not electronic or you need to combine multiple documents into a single file, our online system gives you the option to “Fax to File”.
 1. Click “Fax to File” in the menu at the left side of the screen and read the instructions
 2. Select “Request Fax #”, a toll-free number will appear on the page.
 3. Load a document, or multiple documents that need to be consolidated into one file, into your fax machine.
 4. Dial the toll-free number. Send a separate fax for each individual file you wish to create. Select “Finished Faxing” when you are done to see your list of files.
 5. Your documents will then be available to download to your computer. After downloading to your computer, you will then be able to upload the documents into your application form.

STEP 6: Online System Tips – Please read the following list of tips that will assist you in completing your online applications.

- The **character counter** includes spaces as well as characters.
- A user will be **automatically logged out** of the online system after 90 minutes of inactivity. The user will receive a warning message at 80 minutes of the pending time out. Working on a form without saving does not count as activity.
- **You may choose to prepare a response in a document outside of the online system** (e.g. Microsoft Word) and then copy and paste the text into the online form. If you prepare your application in this way, be sure to keep track of character limits. As noted above, character limits include spaces and characters. We recommend that you do not use formatting tools, as available in Microsoft Word, because the formatting will likely not transfer to the response area when pasted into the online system.
- **It is advisable to download copies of all submitted forms to your computer** via the PDF print packet button available at the top of every form page.
- If you do not provide an answer for one of the **required questions**, you will not be able to submit your application.
- **If your PDF upload file exceeds the maximum file size**, consider using the Adobe Acrobat option to “Reduce File Size”.
- Remember that clicking on “**Save**” will allow you to continue to edit your form. Click on “**Submit Form**” when you are completely finished.