

BURKE YOUTH ORGANIZED PHILANTHROPISTS (BYOP) 2017 GRANT CYCLE

Mission: Burke Youth Organized Philanthropists exists to engage and empower youth through learning and serving to strengthen our community.

BYOP grants are made to tax-exempt, 501(c) (3) organizations that have programs or projects impacting the lives of children, ages 0-18, and their families. BYOP grants will range from \$500 to \$1000.

The Community Foundation of Burke County (CFBC) has implemented the Foundant online grant management system. All Applications and required follow-up will be done online

STEP 1: Review Funding Guidelines - Please read the guidelines before applying.

BYOP funding priorities are:

- programs or projects impacting the lives of children, ages 0-18, and their families
- programs or projects that are geographically restricted to Burke County
- programs or projects that do not duplicate services
- programs or projects that respect diversity

BYOP funds will not be used for:

- programs outside of Burke County unless directly benefiting Burke County
- school specific projects
- annual fund campaigns or capital campaigns
- religious or political purposes
- individuals (including scholarships)
- organizations which have not been determined to be tax exempt as described in Section 509(a)(1) and 170B (1)(a) of the Internal Revenue Code
- augmenting endowments
- underwriting for fund raising events and performances

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

- **Application Process Opens - February 27, 2017**
- **Application Process Closes - March 29, 2017 at 5:00 P.M.**

STEP 3: How To Apply - To start the grant process, please follow the steps below.

- If you have previously been awarded a grant from CFBC 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 CBFC 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 4: 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 5: Final Grant Decisions

Grant Application: Grant Applications will be reviewed by BYOP and they will make final recommendations to the CFBC Board of Directors at their regularly scheduled April meeting.

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.
- **Once your application has been submitted, it is no longer available for editing.** If you need to make a correction to a submitted form, contact our office at 828-437-7105.