

COMMUNITY FOUNDATION OF BURKE COUNTY (CFBC)
Burke County Disaster Relief Fund

Burke County Disaster Relief Grants allow the Community Foundation of Burke County (CFBC) to make grants up to \$10,000 to tax-exempt, 501(c)(3) organizations that have programs benefiting the residents of Burke County in the context of a natural or man-made disaster in the county. All applications will be done online.

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

Funding is intended to be used for disaster relief purposes and intended for nonprofits that are located in Burke County, NC, or serving Burke County, NC.

CFBC is inclined to give favorable consideration to efforts that:

- Address critical areas such as:
 - Food and Water needs
 - Medical/Mental Health Services
 - Shelter/Housing
 - Direct costs for increased staffing to serve above needs

Community Grants will not be used for:

- annual fund campaigns or capital campaigns
- religious or political purposes
- individuals
- 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 efforts that are determined not to be intended to address disaster relief

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

- **Application Process Opens – October 7, 2024**
- **Application Process Closes – March 31, 2025 at 5:00 PM (or until need abates)**

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

- If you have previously applied for a grant from CFBC, the Burke Women’s Fund (BWF) or Burke Youth Organized Philanthropists (BYOP), the Mull Foundation, or the Morganton Rotary Charitable Fund, 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 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 the CFBC Executive Committee on a weekly basis. The Executive Committee will make final determinations by Thursday each week and the Board of Directors will be informed of the grants at their regularly scheduled monthly meetings.

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.