



## Breakfast Exchange Club of Billings Foundation

### Grant Application Guidelines

**The National Exchange Club** is “America’s Service Club.” From the organization’s early days, Exchange Clubs have been selflessly serving their communities. Today, three Programs of Service and Exchange’s National Project – the prevention of child abuse – are lenses through which local clubs focus their energy and attention on their communities’ specific needs. The Programs of Service are Americanism, Youth Programs and Community Services.

**The Breakfast Exchange Club of Billings Foundation** was established to continue the philanthropic endeavors of the Breakfast Exchange Club in the event the club was to lose its funding source. The Foundation’s primary goal is to provide financial grants to organizations that qualify as exempt organizations under Section 501(c)(3).

The Board of Directors of the Foundation consists of five members: three members of the Breakfast Exchange Club of Billings and two at-large directors who are not members of the Breakfast Exchange Club of Billings.

The Board of Directors is vested with the authority to select annual recipients. The Board has the discretion to determine the amount of funding available from the Endowment Fund.

**Focus Areas:** In keeping with the national emphasis of the Exchange Clubs of America, our focus areas are children and youth with an emphasis in:

- The prevention of child abuse
- The developmentally disabled
- Youth at risk
- Youth development

**Limitations:** The limitations placed on grant recipients or requests are as follows:

- The requesting organization or requested project must be located in Yellowstone, Big Horn, Carbon, Musselshell, or Stillwater counties.
- Due to the large number of grant requests received by the Breakfast Exchange Club of Billings Foundation we will not entertain requests asking for multi-year commitments.

**Grants Not Considered:** The Foundation will not award grants to organizations or for the uses listed below:

- Political organizations, candidates and campaigns
- Propaganda campaigns for political causes or lobbying activities
- Churches, conventions or associations of churches
- Endowment funds
- Non-charitable organizations, even if the grant is intended to be used for charitable purposes
- Private operating and non-operating foundations
- Loans to individuals
- Conferences, symposiums or travel expenses
- Corporate memberships or contributions to associations that directly benefit corporate entities
- Fundraising events such as dinners, auctions or promotions
- Debt retirement
- Hiring of personnel

#### **Completing the Process**

1. Grant applications and supporting evidence as required can be emailed to [BillingsBECFoundation@gmail.com](mailto:BillingsBECFoundation@gmail.com) or mailed to:

Breakfast Exchange Club of Billings Foundation  
P.O. Box 80392  
Billings, MT 59108-0392

2. Grant application deadline: April 20 (for June disbursement)

**Incomplete Applications:** Incomplete applications will not be considered. Grant applicants can apply again in the next funding cycle.

**Notification of Grant Awards:** Grant applicants will receive written notification of the Board's decision by June 30. The Board may, at its discretion, give priority to time-sensitive grant awards.

**Annual Review:** The Board may request documentation from grant recipients confirming the uses to which grant(s) monies have been utilized. All grant recipients must consent to the Board's use of their names and purposes in publicizing grant awards.

**Breakfast Exchange Club of Billings Foundation  
Grant Application**

<b>Organization Name:</b>	<b>Address/City/State/Zip:</b>
<b>Organization Name as Show on 501(c)(3) IRS letter:</b>	<b>Contact Person and Title:</b>
<b>Phone:</b>	<b>Email:</b>
<b>Project Title and Brief Description (no more than 25 words):</b>	
<b>Geographic Area to be Served:</b>	
<b>Client Group to be Served:</b>	
<b>Size of Group:</b>	
<b>Anticipated Project Period:</b>	
<b>Type of Request (check one):</b>  <input type="checkbox"/> Capital <input type="checkbox"/> Operating Support <input type="checkbox"/> Special Project	

**Total Budget of Project/Program: \$**

**Amount Requested from the Foundation: \$**

**1. Purpose:** Include your mission statement and what this project will specifically accomplish.

**2. Our Funds:** Specifically, if funded, how will our grant be used?

**3. Relevance:**

a. How does this project comply with the Breakfast Exchange Club of Billings Foundation's focus area?

b. Describe how your project/program will specifically make a difference in our community.

**4. Approach:** How do you plan to implement this project?

**5. Financial Support:** What local financial support have you received to date for this project?

**6. Duplication:** What other organizations have similar goals and what steps have been taken to reduce/avoid duplication of services?

**7. Need:** What are the problems that this project will try to solve?

**8. Evaluation:** How will you determine that the project is working and that it accomplished its purpose?

**9. Future Support:** How will this project be funded in the future?

**10. Competence:** What evidence can you give of the ability of your organization and personnel to implement this project successfully?

**11. Outside Consultants:** Is the campaign for this request under either the direct or indirect supervision or influence of a non-staff, contracted fundraising organization? (check one)

Yes

No

If yes, please provide the following information:

Organization:

Contact Person:

Phone:

Address/City/State/Zip:

Describe the amounts and conditions for payment to the fundraising organization(s) named above for all services rendered:

**12. Percentage of donations received during the previous year from:**

% Private Donations

% Governmental Funding

**13. Is your organization funded in any manner by United Way?** (check one)

Yes

No

If yes, what is the reason for the current request to the Breakfast Exchange Club of Billings Foundation?



**Submitted by:**

Name:

Title:

Date:

**Attachments**

1. A tax determination letter from the Internal Revenue Service (IRS) verifying tax-exempt status.
2. A budget for the specific project/program.
3. A list of your Board of Directors.

**Email completed application to:**

[BillingsBECFoundation@gmail.com](mailto:BillingsBECFoundation@gmail.com)

**OR**

**Mail completed application to:**

Breakfast Exchange Club of Billings Foundation

PO Box 80392

Billings, MT 59108-0392