

# Brother Help Thyself

## Grant Application Instructions



Brother, Help Thyself (BHT) funds and nurtures nonprofit organizations serving the GLBTQ and HIV/AIDS communities in metro Baltimore/Washington. BHT has issued grants of more than \$2.0 million to over 250 nonprofits over our 32-year history. Completing this application is the first step in the process of requesting a grant for 2010, which will be presented in January 2011.

Grant amounts are based upon many factors, but the final award cannot exceed the amount requested in this application. Therefore, we recommend that you request the maximum amount that you can justify.

### Grant Criteria

The BHT Board of Directors has established qualification factors for recipients of 2010 grants. If your organization is ineligible, we encourage you to consider applying next year because the criteria may change. To be considered for a 2010 grant, you must be able to prove that your organization meets the following criteria:

- Have IRS 501(c)3 Status or Receipt of an IRS application for nonprofit status
- Be physically located in the Metro Baltimore/Washington area (including Northern Virginia)
- Have revenue of less than \$2 million

If you are not certain your organization meets these criteria, please contact BHT's Grant Chair, John Redmond by email [grants@brotherhelphthysself.org](mailto:grants@brotherhelphthysself.org) or phone at (443) 421-9091.

### The Grant Application Process

1. **Application** – Download the BHT Grant Application from the Grants section of the BHT website. The application is a special kind of Microsoft Word Document that requires answers to questions to be typed only into the space provided. Brief, focused responses are appreciated. Please save your application with your organization's name in the file name. For example, a Pets-DC file should be named "BHT Grant Application 2009 – Pets-DC".

Email completed application and all supporting documents to [grants@brotherhelphthysself.org](mailto:grants@brotherhelphthysself.org). **All grant documents are required to be sent in electronically and in PDF format.** To create a

PDF of a file you can use the following website that will do it for free.

<http://www.pdfonline.com/convert-pdf/> The logo does not need to be in a PDF format.

Grant applications and all supporting documents must be electronically submitted no later than July 30, 2010. Applications will not be accepted after the deadline.

- 2. Review and Clarification** – Once received, we will review each application for completeness and clarity. You will receive a confirmation that your application has been received and is complete. If further clarification is necessary, you will be contacted by email or phone. Please update your application by email and send it to [grants@brotherhelphyself.org](mailto:grants@brotherhelphyself.org).
- 3. Grant Hearings** – This forum provides the opportunity for representative(s) of each grant-seeking organization to make their case for funding before BHT's Board of Directors, who, after deliberation, will determine the amount of grants. Most hearings last for 20 minutes. Representative(s) of the grant seeking organization should clearly state how the requested funds will benefit the GLBTQ or HIV/AIDS communities of metro Baltimore/Washington and give evidence that their organization will use the requested funds wisely. (Please be advised that this hearing is very important in determining your final grant amount. Come prepared and do not be late.)

#### **Date, time and location of grant hearings**

<b>September 25 and 26, 2010</b> 12:00 Noon to 6:00 PM The offices of Brother Help Thyself Dignity Center of Washington 721 8th Street, SE Washington, DC 20003	<b>October 2, 2010</b> 12 Noon to 4:00 PM Metropolitan Community Church 401 W. Monument Street Baltimore, Maryland 21201
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Everyone submitting an application will be assigned a grant hearing time. Please specify at that time if anyone representing your group has special needs, as identified by the "Americans with Disabilities Act."

**Attendance at the grant hearing is mandatory. Failure to appear at the specified time will disqualify your organization from receiving funds for 2010.**

4. **Grant Awards** – After the grant hearings, the BHT Board of Directors will determine the final grant amounts. BHT will notify applicants of the results by mail. BHT will distribute funds at a ceremony to be held on January 29, 2011, in Baltimore. The snow date will be on February 5, 2011, in Baltimore.

## **The Grant Application Instructions**

**Section I** – This section will provide BHT with basic information concerning your organization. Please provide in this section information about the legal name of the organization, taxpayer identification number (TIN) that is on your 501(c)3 letter, legal address, office address, main phone and fax numbers, main email account, website URL, mission statement, tag line and staffing information.

**Section II** – In this section you will need to provide information concerning your operations and budget. Please indicate the beginning of your fiscal year. You will need to answer each of the questions with either a yes or a no. For the overhead calculation please use your Form 990. If you use a Form 990-EZ please look at the Form 990 and estimate where your expenses would go on these lines of the form. In the revenue subsection please provide us with 2009 actual income and the projected income for 2010.

**Section III** – If you have received a grant for the previous year, please provide us with a statement of how the grant funds were used. This section cannot exceed 250 words.

**Section IV** – In this section, please provide information about the grant money you are requesting. The first question asks you to provide for us a brief description of what you provide your clients in the Baltimore/Washington Area. This is limited to 125 words. The next three sections are for the various grants that you can apply for. You are not limited asking for money from only one category. You may ask for funds from all three categories if you meet the qualifications for each fund. The funds are briefly described below:

- The Richard Van Der Karr Memorial HIV/AIDS Fund – This fund is designated for programs related to HIV/AIDS services, prevention and education and is not for capital items such as copiers, printers, computers, refrigerators, etc.
- The Medford Fund – This fund is designated for the purchase of capital goods such as copiers, printers, computers, refrigerators, etc. All items purchased with this money must have a receipt of purchase furnished to BHT and a label indicating that it was donated by BHT.

- The General Fund – This fund is designated for non-HIV/AIDS related programs to the GLBTQ community that support infrastructure and enrich the quality of life for members of the community.

**Section V** – Please provide us with information concerning how to contact you. These numbers must include a number that is a cell or evening phone number. The information in this section must be kept up to date to maintain grant eligibility.

**Supporting Documentation** – The supporting documentation must be received as a part of the electronic application.

## Questions

All questions regarding the grant process should be sent via email to [grants@brotherhelphyself.org](mailto:grants@brotherhelphyself.org) or by speaking directly with BHT's Grant Chair, John Redmond at 443-421-9091. Answers will be posted on our website under Grants FAQ.

**REMEMBER THAT YOU MUST ATTEND THE GRANT HEARING TO RECEIVE YOUR GRANT. YOU CAN SEND ANYONE FROM YOUR ORGANIZATION, BUT THERE WILL BE NO EXCEPTIONS!**

## Grant Reception

**January 29, 2011 in Baltimore**

**Snow Date**

**February 5, 2011 in Baltimore**