

Please use this worksheet to gather the following information before entering it on the online application form.

You may attach up to two pieces of supporting documentation in the form of an electronic document – acceptable formats are Photos: jpg or png; Word documents: Excel files; or PDF files.

NOTE: The online process must be completed in one session, so be sure you have all the information drafted out and the electronic attachments, if any, at hand before you start the online application. You cannot save and return to complete it at a later date.



Name of the project: _____

Organization name: _____

Business structure of the organization: ___ 501 (c) 3 – you must attach an electronic copy of your letter (jpg or pdf file)
 ___ 501 (c) 3 pending
 ___ Other form (describe – corporation, limited partnership, etc)

(if 501 (c) 3, you must attach IRS letter designating that status)

Contact name/title: _____

Area to be served by project: ___ Brunswick County only
 ___ Columbus County only
 ___ Both Brunswick and Columbus counties

How many individuals, groups or families will be impacted by this grant: _____

Population to be served: (briefly describe those to be served: youth, families, seniors, whole community, etc. – max 20 words)

Project summary: (Describe the project. Please be specific about what it will accomplish, what problem it would solve and what the grant funds will purchase. Limited to about 100 words, so be clear and concise)

After the project summary, you will have the opportunity to attach up to two (2) supporting documents – see note at top of this page about the formats. Note the names of your documents here.

Doc 1: _____

Doc 2: _____

Total budget for the project: \$ _____ Amt requested for grant: \$ _____

Start date for the project: _____

Financial accountability: (Is there an independent financial audit done for the organization? If so, by whom? If not, describe how the finances are managed and reviewed.)

How will the organization recognize or publicize the grant?

Year organization was established: _____

Organization's mission: (50 words or less, please) _____

Names/titles of management staff and/or board officers:

Telephone: _____

Email address: _____

Mailing address (org): _____

City, state, zip: _____



**DO YOU HAVE ALL OF THE INFORMATION LISTED ABOVE,
AND ANY ELECTRONIC FILE ATTACHMENTS?**

Now you're ready to fill out the online application!

**Go to www.bemc.org, click on the Community tab, then the Community Grants page
to access the online application process. Good luck!**