BHT Foundation
2020 Emergency Grant Guidelines

We exist to help, build, and transform our LGBTQ+ communities, by providing financial support to local nonprofits. We want that support to go where it will make a real difference. So, we support smaller, underfunded organizations that fill gaps in vital supports and services to marginalized folx first.

2020 has ushered in many challenges, some of which we have never experienced before. These challenges have severely impacted the vital supports and services that our community organizations provide. In response to these challenges, the BHT Foundation has suspended the regular grant cycle and is replacing it with an ‘Emergency Grant Cycle’ which will expedite the distribution of grants to our community.
Our grant application and scoring process is designed to provide the Board of Directors with the needed information to ensure that we are making decisions and awarding grants to organizations in support of our mission. As such priority will be given to organizations that demonstrate the greatest need; effective organizational management and leadership; and positive impact on our communities.

- **Need**: Priority will be given to organizations that have the greatest need; evaluated by gross revenue; current funding and sources; and ratio of paid administrative staff to the operating budget.

- **Management**: Priority will be given to organizations that have demonstrated exceptional management and leadership, demonstrated by the experience of the executive board; the organization’s mission and vision; community reputation and history of community partnerships and support; the quality of their grant application; effective use of previous BHT Foundation grants;

- **Impact**: Priority will be given to organizations that demonstrate positive impact on the community that they serve and the greater LGBTQIA+ communities. This includes organizations that serve typically underfunded or underrepresented groups; organizations that are filling a vital gap or need in community services; and organizations that create community and safe spaces.

*Applications are scored by each member of the board and scores are averaged to determine the application’s final score.*
Important

Please Read the Entire Document Before Beginning Your Grant Application

• Grant applications must be received before midnight on August 31st, 2020. Late applications will not be considered.

• Requests for additional information must be received to the grants chair by September 11th, 2020. It is the responsibility of the grantee to complete the application in its entirety. Incomplete applications may be rejected. To ensure you have adequate time to respond to requests, we recommend applying early.

• Do not leave questions blank. If you need assistance, email the grants committee at grants@bhtfoundation.org.

• Grants will be awarded the week of October 12th, 2020 to the address provided in the grant application.
2020 Grant Eligibility

Organizations applying for any grant in the 2020 cycle must meet eligibility requirements:

- Provide supports or services to the LGBTQIA+ community
- Be registered as 501(c)(3) or be fiscally sponsored (as defined by the IRS) by an organization with current 501(c)(3) designation
- FY 2019 gross revenue not to exceed $500,000
- Meet the requirements of the fund to which they are applying
- Sign a Grantee Agreement and adhere to the provisions described
- Provide services in the DMV area defined as:
  a. the District of Columbia
  b. the Maryland cities/counties of Carroll, Charles, Baltimore, Harford, Anne Arundel, Howard, Frederick, Calvert, Prince George's, Montgomery, or Baltimore City
  c. the Virginia cities/counties of Alexandria, Arlington, Fairfax, Loudon, or Prince William

*Organizations may request an exception to the eligibility requirements. Requests must be received by August 7, 2020. It is advised that you obtain approval to apply before beginning the application.
2020 Grants

There have been changes to the fund distribution. Please read carefully before applying for a grant from a fund.

**Medford Fund**
- This fund is only for capital purchases of goods and materials needed to support the operations of an organization.
- Grants are available up to $1000
- Estimates must be provided for all capital goods
- If your capital purchase exceeds $1000 or you do not receive the total amount requested, you will be required to support how you will fund the remaining cost of the purchase

**Van Der Karr Fund**
- This fund is only for programs and services that support individuals and groups affected by HIV/AIDS.
- 11 Grants are available, including:
  - Three $3000 grants
  - Three $2000 grants
  - Five $1000 grants
- Applicants should apply for the grant level that best suits their needs.
- Applicants may receive a grant for an amount that is less than they applied for

**Billy McCoy Thompson Memorial Fund**
- This fund is for programs and services that support LGBTQIA+ youth age 24 and under.
- There is one $1500 grant available

**General Fund**
- This fund is for any requests that do not specifically apply to one of the previous funds, and benefit LGBTQIA+ communities and individuals
- There are seven $1000 grants available
2020 Grants Applications

The application will ask for 5 types of information:

1. Contact Information

2. Organizational information including your mission/vision and questions that help us learn more about you (Such as, “What were your top three accomplishments for 2019” and “who are the leaders of your organization”?)

3. Financial and operational information, most of which can be obtained from your taxes and operating budget

4. Grant History – if you have received a grant from us in the past, tell us how you used the funds and if you were successful in achieving your objectives

5. Grant Requests - Each fund requires a narrative that describes how the grant will be used to further the specific programs/services and the organization’s mission. The narrative is your opportunity to demonstrate how you will your organization supports the mission and values of the BHT Foundation

6. Supporting Documentation, such as a copy of your budget; resume of the Executive Director or President; etc.

*Detailed instructions are available on the website. We recommend reviewing the instructions and gathering all pertinent information before beginning your application*
Tips for an effective application

We want you to be successful. Please consider these tips in creating an effective application:

1. Complete your application early! Do not wait until the last minute

2. Do not hesitate to reach out if you need assistance. The best way to reach us is at grants@bhtfoundation.org

3. Review the mission and values of the BHT Foundation

4. Tell your story. Your application helps us learn about your organization and how its mission and programs align with your mission. As you are completing your narratives, be sure to address the keys areas that we consider a priority. We recommend including:
   - What specific program/service the grant will support and how the grant will support you in achieving your organization's mission
   - The gap/need in the LGBTQIA+ community that the program will fill
   - How the program/service will be executed.
   - How you measure the impact of this program/service
2020 FAQs

• I do not meet the eligibility requirements; can I still apply?
  You may submit a request in writing to the board of directors for an exemption of a requirement. Requests should be emailed to grants@bhtfoundation.org. It is the responsibility of the organization to demonstrate why the board should approve the request. We recommend you do not complete an application until you have received approval from the board.

• Will there be grant hearing this year?
  To expedite the grant review process and to eliminate unnecessary contact due to COVID-19, grant hearings will not be held this year.

• If there isn’t a grant reception, how will we receive our check?
  Grantees will be notified by email if they have been awarded a grant. Checks will be mailed to the mailing address listed in the application in the third week of October.

• Will I be able to save my application and return later?
  Yes. Google forms allows you to return to your application to edit your submission. However, we suggest that you gather all of your information before you begin your application to ease the application process.