

Barrett Values Centre Fund Application Guidelines

The Barrett Values Centre Fund is designed to support charitable programs around the world. Grants are made to tax-exempt public charities, nonprofit organisations, certain for-profit organisations and government agencies in need. The Fund seeks to support organisations whose initiatives align with the Barrett Values Centre vision and mission of creating a values-driven society by supporting leaders in building values-driven organisations. The Fund generally does not support: endowment programs, fund raising events, annual appeals of well-established organisations, or grants to individuals.

The average grant allocation is between \$1,000 and \$10,000. While organisations may receive funding more than once, grantees that have received multiple years of support from the Barrett Values Centre Fund are strongly encouraged to diversify their funding base and develop alternative sources of support.

***Grant applications should be submitted in English via email in a single PDF including all of the documents below to BVCFund@valuescentre.com. The following information must be included:**

1. Barrett Values Centre Fund Cover Sheet – Fully completed [Grant Proposal Cover Sheet](#).

2. Proposal Narrative - Address each directive or question below in the order listed using the number and headings provided. Proposals should be typed and in no less than 10 point font. The application narrative should not exceed four (4) pages, excluding requested attachments.
 1. *Objective*. State the objective(s) of your proposal, the underlying need, problem or opportunity, and your plan to address the situation.
 2. *Population Served*. Who and how many are served? Include as much information as possible, such as numbers, location, socio-economic status, ethnicity, gender, age, physical ability and/or language.
 3. *Impact*. State the anticipated outcome(s) and the effect on the need, problem or opportunity.
 4. *Partnerships*. Discuss partnerships with other agencies and organisations, if applicable.
 5. *Work Plan*. Include key dates, activities, and actions. Provide overall project timeline and timetable of requested funds and services from the Fund.
 6. *Evaluation Plan*. State how proposed objective(s), activities and outcome(s) will be evaluated.

3. Vision and Mission Alignment - A description of how the project aligns with [the external mission and vision of Barrett Values Centre](#). (one typewritten page).

4. Tax Exemption Information/ For Profit disclosure - Evidence of public charity status (Tax Authority documentation). Government agencies also are eligible to receive support. If your organisation has a for-profit status, provide a detailed description of financial contributions, discounts and other charitable donations. For-profit organisations will need to demonstrate a standard of need, for which additional documentation may be needed. All non-government organisations must also submit a signed and recently dated conflict of interest statement. Documents should be scanned and uploaded as Support Materials.

5. Project Financial Information - A current detailed financial statement including budget and operating expenses for the project.

Each of these pieces of information is very important to our review committee. **Failure to provide all required information in full will prevent consideration of the application.**

The grantee receives the grant payment directly from Barrett Values Centre and is responsible for the proper expenditure of all funds. Any grant funds not spent or spent improperly are to be repaid by the grantee. The grantee signs the final report agreeing to its accuracy.

The Giving Back Fund is administered by the Barrett Values Centre, and all proposals or inquiries should be directed to that organisation. All proposals will be acknowledged by Barrett Values Centre within two weeks of receipt and reviewed by the Barrett Values Centre Fund Screening Committee after the application deadlines. A member of the Screening Committee may contact the applicant to schedule a more detailed review.

Grant decisions are made twice per year in June and December. Applicants seeking a June decision must apply no later than **May 1**. Applicants seeking a December decision must apply no later than **December 1**. All grant applicants will receive notification as to funding by June 15 and December 15 respectively.

Grant proposals should be submitted via email in a single PDF file to BVCFund@valuescentre.com

Grant Reporting

All recipients are required to send a one page report upon project completion or one year after grant is awarded, whichever occurs first. The final report should include, but not be limited to:

1. *Objective*. What progress has been made on achieving the project objective?
2. *Effect*. What do you consider to be the impact and value of this work?
3. *Partnerships*. What other funders have contributed to this project?
4. *Work plan*. What activities and actions have yet to be fulfilled? Please provide an updated timeline of fulfillment.
5. *Evaluation plan*. What lessons have been learned? What obstacles were encountered and how were these addressed?
6. *Project Financial Information*. A current detailed financial statement including operating expenses for the project.

Reports should be submitted via email to BVCFund@valuescentre.com.