



Guidelines for The Bisbee Foundation **General Operating Support Grant**

The Bisbee Foundation
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General Operating Support Grants fund an organization's expenses on a matching basis, 1:1 to non-public money and/or in-kind services. They may be used for the acquisition of capital equipment.

ELIGIBILITY-- AN ORGANIZATION MUST HAVE:

1. Status as a **non-profit corporation** in the State of Arizona and **tax-exempt status** from the Internal Revenue Service with at least a **two-year programming history**. If an organization does not have non-profit status it may use a fiscal receiver (umbrella sponsorship) contingent on:
 - a. approval of the governing board of the umbrella organization
 - b. a written contract executed between the applicant and the umbrella organization
 - c. umbrella organization being fully responsible for all financial commitments related to the application
2. Non-discriminatory employment and personnel policies
4. The ability upon request to provide the following documents for the organization:
 - a. IRS non-profit status letter
 - b. Articles of Incorporation
 - c. ByLaws
 - d. Current list of board members and staff
 - e. Current fiscal year budget

REQUIREMENTS:

1. Award recipients must file a completion report on all grants received in order to qualify for further grants. These reports will be reviewed by the Board of Directors of The Bisbee Foundation for evidence of fulfillment of all requirements before final approval of the report is given.
2. At the board's discretion, grants may not total more than 20% of the budget of the organization and must be matched dollar for dollar with non-public monies and/or in-kind services. The in-kind services must be approved by the Board of Directors of The Bisbee Foundation.
3. If the project is a cooperative activity between two or more organizations, the proposal must include letters from the authorized representative of the agencies along with copies of any agreements or letters of understanding between them.

RESTRICTIONS:

The following **DO NOT QUALIFY** for General Operating Support Grant funding

1. Organizations receiving more than 50% of annual budget from public, tax-supported source
2. Divisions or departments of governments, school districts, colleges or universities
3. Political or religious organizations or committees
4. For-profit corporations or entities

GENERAL OPERATING GRANTS **ARE NOT AWARDED** FOR THE FOLLOWING:

1. Travel outside of Arizona
2. Debt retirement, capital improvements, administration, or construction of new facilities
3. Tuition or refreshment costs
4. Salaries beyond duration of project
5. The establishment or augmentation of endowments