



Guidelines for The Bisbee Foundation **Project Grants**

The Bisbee Foundation
Drawer BK, Bisbee, Arizona 85603
Tel: 520 432 4422
bisbeefoundation1@gmail.com

Project Grant funds are available to non-profit organizations on a matching basis, 1:1 to non-public money and/or in-kind services, for projects or programs that fall within the purview of The Bisbee Foundation.

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 practices
3. 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, including a reconciled project budget in order to qualify for further grants. 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 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 Project Grant funding:

1. Organizations which receive more than 50% of their annual budget from a public tax-supported source
2. Divisions or departments of government, including colleges, universities and school districts
3. Political and/or religious organizations and committees
4. Private for-profit corporations/organizations

PROJECT GRANTS **ARE NOT AWARDED** FOR THE FOLLOWING:

1. Travel outside Arizona
2. Debt retirement, capital improvements, or purchase of real estate
3. Tuition costs or refreshment costs
4. Salaries beyond the duration of the project
5. The establishment or augmentation of endowment funds