

EULA MAE AND JOHN BAUGH FOUNDATION GRANT WORKSHEET

Welcome to the Eula Mae and John Baugh Foundation grant worksheet, where you will find critical details related to submitting a Letter of Intent or Renewal Request for our 2023-2024 grant cycle. Below, you will find eligibility information, application instructions, and critical dates. If you have not yet read the information available on our website about us and our funding priorities, we suggest you start there to learn more about our organization, what we fund, and how we work.

Due to the volume of applications received, and to keep the playing field fair, we regretfully will not be able to extend deadlines, so please create an account on our portal and look at our online application well in advance of any deadlines. The application portal is accessible via our website (<https://www.baughfoundation.com/>). Once on our website, scroll down to a green button that says “click here to enter grant application portal” which is where you will submit your application electronically. You may also follow [this link](#) to the portal directly.

We do not accept paper applications and all applications must be submitted via our application portal.

If you have any questions, please do not hesitate to reach out to info@baughfoundation.org.

1. APPLICATION ELIGIBILITY

- All organizations must have a tax-exempt non-profit designation from the IRS (most often a 501(c)(3)) or operate under the fiscal sponsorship of a tax-exempt non-profit from the United States. Organizations that do work outside the United State are only eligible if they have a United States-based office and a 501(c)(3) designation.
- Be a progressive organization, working on faith-based projects. We warmly welcome community projects, interfaith projects, projects focused on guarding the separation of church and state, and other topics critical to faith in our democracy. We define faith broadly, and most often fund three types of organizations within that vision:
 - Progressive Baptist organizations and institutions
 - Faith-based, nonprofit organizations that share the Foundation’s values
 - Nonprofit organizations that guard the separation between church and state

Within this broad framework above, we most often fund projects that are:

- Meeting basic human needs
- Faith-based higher education
- Inclusivity initiatives
- Social justice and advocacy
- Arts and enrichment
- Faith-based journalism

There are several areas frequently inquired about that we are regrettably unable to support:

- Individuals or personal needs
- Business assistance
- For profit endeavors, organizations, or institutions
- Internal-facing church or house of worship-based projects unless we have a pre-existing relationship with your organization or congregation. We suggest contacting us first if you have a project in this category prior to applying.
- Undergraduate scholarships
- Lobbying

2. CRITICAL DATES

Due to our size, we have one grant cycle per calendar year. Currently, our yearly cycle is:

1. **Letter of Intent and Renewal as open July 1.** Instructions are below. New for 2023-2024, for grantees who hold a current, active grant with the Baugh Foundation and are requesting a renewal for the same grant, and similar awarded grant amount as the previous year, you will submit a “Renewal Request” instead of a Letter of Intent, and you will be eligible to submit a shorter full application should your request pass through to the application round.
2. **Letters of Intent and Renewal Requests are due October 1.** A Letter of Intent or Renewal Request is required for all applicants.
3. **The Baugh Foundation will notify organizations by October 31** whether they are invited to submit a full application.
4. **Full applications are due by December 15.**
5. Organizations will be notified of funding decisions by the end of January 2024.
6. **Funding will begin to be distributed before April 1, 2024.** We do our best to distribute grant funds as quickly as possible, but please ensure that your organization’s funding plans do not require receiving funds before this date.

3. LETTER OF INTENT INSTRUCTIONS

The Letter of Intent (LOI) is intended to give us a thumbnail sketch of your organization, the need you are addressing, and a brief description of your project or funding request. The intent of the LOI stage is to provide a less time-intensive way to assess whether your project may be a fit with our funding priorities, without requiring you to fill out a full application.

Remember that in most cases, we will have no further information about your organization or your project other than what you provide in the LOI. It should be concise, clear, and briefly tell the key aspects of the story of your organization, and project (if applicable.)

A good letter of intent is no longer than 1-2 typewritten pages. While we do not have a required format, we provide the following outline as a suggestion. Please do not hesitate to reach out to us if you have any questions about writing your LOI.

Suggested Format:

1. **Overview of the Project or Funding Request.** *A brief (1-2 paragraphs) overview of the project (if applying for project funding) or purpose of the funding request, in your own words. Think of this as a 30-second elevator speech. Include the amount of your request. Applications must be limited to **either** project support or general support, please submit multiple applications if you wish to be considered for both project and general support. If you need general support for your organization but also plan to complete projects in the normal course of your work, we suggest applying for general support.*
 - *Note that for first-time grantees, the foundation rarely awards multi-year grants, or grants larger than \$25,000. If you are a first-time grantee requesting a larger grant, we suggest spending more time justifying why the funds are critical for 2023-2024 specifically.*
2. **Organization Overview.** *Provide a brief overview of your organization, including any staff key to the success of the project.*
3. **Need or Problem Statement.** *Describe the need or problem clearly. What happens if this project or organization doesn't exist? What problem is the project or organization solving? What unique niche are you filling? What is the population you are serving? How will you assess success?*
4. **Other Funding Sources or Partners.** *List other funding sources if applicable, and any other partners in this work.*
5. **Fit with Funder Priorities.** *Communicate clearly how your project relates to our funding guidelines and philanthropic philosophy. This should be descriptive, not merely listing the priorities you believe you fit within.*

- *We prioritize applications from organizations that are openly welcoming and affirming to the LGBTQIA+ community, and organizations that do not discriminate based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, veteran status, geography, citizenship status, marital status, religion, or any other discriminatory reason. If this describes your organization, be sure to tell us!*

4. RENEWAL REQUEST INSTRUCTIONS (NEW)

For our 2024 grant cycle, we are introducing Renewal Requests for grantees who hold a current, active grant with the Baugh Foundation and are requesting a renewal for the same grant, and a similar grant amount as the previous year (within 10% of previous year's awarded grant). Both the LOI and Renewal Request processes start on the same form on our website under "apply" and you will be diverted to the renewal if you indicate you are eligible. We ask that if your request last year was for both project and general support, that you categorize your renewal request under general support for 2023-2024.

While we do not have a required Renewal Request format, we provide the following outline as a suggestion. Please do not hesitate to reach out to us if you have any questions about writing your LOI.

Suggested Format:

1. **Overview of the Project or Funding Request.** *A brief (1-2 paragraphs) overview of the project (if applying for project funding) or purpose of the funding request. Think of this as a 30-second elevator speech, for a renewal it should be largely the same as the previous year. Include the amount of your request, and what your grant was last year. Grants eligible for renewal should be limited to within 10% of the previous year's awarded grant and for the same project or purpose, otherwise we ask that you submit a new Letter of Intent. Please reach out to us **in advance of the deadline** if you have questions about whether your grant is eligible for a renewal.*
2. **Changes Since Last Year.** *Please describe any major pivots, unfinished projects, staffing changes, or strategy changes that affect this work moving forward. In other words, where does this project or need for funding stand compared to last year?*
3. **Vision for the Coming Year.** *Please describe any new endeavors for the organization, or next steps in the project that you hope to complete in the coming year.*