

OVERVIEW & INSTRUCTIONS

Thank you for your interest in the Brunswick Development Corporation's (BDC) Grant Program. The Brunswick Development Corporation (BDC) was established, on February 9, 1995, by the Brunswick Town Council as a local economic development corporation. The BDC was "*formed to encourage, assist, support, and promote the development, establishment, settlement, or resettlement within the Town of Brunswick, Maine of industrial, manufacturing, fishing, agricultural, recreational or other business enterprises for purposes of stimulating economic growth in the Town in part by providing support: incentives for businesses to construct and expand facilities incorporating new techniques, combating community deterioration, lessening the burdens of government, [and] providing for increased tax base within the Town.*"

As a part of that mission, the BDC makes grants to non-profits offering services or benefits within and to the Brunswick community. Any non-profit applying for a grant must be a 501(c)(3), as defined by the Internal Revenue Service, or have made a formal arrangement with a 501(c)(3) to serve as its fiscal agent. For details, see [http://www.irs.gov/Charities-&Non-Profits/Charitable-Organizations/Exemption-Requirements-Section-501\(c\)\(3\)-Organizations](http://www.irs.gov/Charities-&Non-Profits/Charitable-Organizations/Exemption-Requirements-Section-501(c)(3)-Organizations).

The BDC typically accepts grant applications with requests ranging from \$1,000 to \$15,000. If your request falls outside that range, please contact us before completing the application.

The BDC focuses on grants which will contribute significantly to the socio-economic benefit of the Brunswick community. This benefit should address at least one of the following:

- Creation of or increase to community service(s) provided
- Creation of a new economic opportunity for the community
- Creation and/or enhancement of a unique asset for the community
- One time investment to support a new or expand an existing effort for the community

The BDC will not support applications requesting grants to support routine operating expenses or to add to an endowment of other entities. No grant shall inure or be payable to or for the benefit of any individual, partnership, corporation, private shareholder or contributor, or be made to attempt to influence legislation or any political campaign.

The BDC Board meets twice annually to consider grant requests. The grant applications are due on April 30th and October 31st for each calendar year. No applications will be accepted after the deadline. Applicants may be requested to send one representative to appear before the BDC Board to review this application. Applicants will receive notification of the status of their request within 30 days of the BDC Board interview.

All grant requests must demonstrate a cash match of at least \$1 for every \$1 requested from the BDC. Any grant award must be expended within one calendar year of the award date. All grant applicants who receive an award must provide a report to the BDC Board describing the actual use of the funds and the results achieved within fifteen (15) months of the grant award.

THE APPLICATION PROCESS

- Submit an original, completed application and any attachments plus eight (8) copies to the BDC's mailing address: Brunswick Development Corporation, 85 Union Street, Brunswick, ME 04011. Facsimile copies and electronic files will not be accepted.

BRUNSWICK DEVELOPMENT CORPORATION
2018 GRANT APPLICATION

- Once the grant application package is received, you will be notified of receipt and may be asked to meet with the BDC Board. Your application materials will be treated as confidential. If the package is incomplete, your application will not be considered. However, you may apply during the next round.
- The grant review process evaluates your application and its benefits for the Brunswick community based on the following criteria:
 - creates or retains jobs;
 - project visibility;
 - addresses blight;
 - improves quality of life for residents and visitors;
 - benefits a high number of people for funds expended; and / or,
 - enhances / complements existing community services.

DIRECTIONS FOR COMPLETING APPLICATION

Please use the BDC Grant Application (see below). Make sure that you take the time to submit the most current and accurate information. Please feel free to include any additional information that will help the BDC staff and Board make an informed decision regarding your request (e.g. photos, documents, news stories, brochures), but please limit those materials to an additional 6 pages. NOTE: Any information submitted becomes the property of the BDC and will not be returned.

Attachments	Check
<i>Required (not to exceed 8 pages total):</i>	
Completed Application (<i>up to 4 pages</i>)	
Completed Certification & Signature Page (<i>1 page</i>)	
Most recent IRS Tax Determination Letter (<i>1 page</i>)	
List of Board members, indicating organization's officers &/or directors (<i>up to 2 pages</i>)	
Current Financial Report for most recently completed fiscal year, such as the organization's 990 or audited financial statement (<i>not included in page count</i>)	
<i>Optional (not to exceed 6 pages total):</i>	
Organizational brochure	
Project specific news articles	
Project Specific photos	
Organization success stories related to project	

Submit original application with required and optional attachments in the order listed above plus 8 copies by mail (or hand delivery) to:

Brunswick Development Corporation
85 Union Street
Brunswick, Maine 04011

Questions? Call 1-207-721-4123 or email bdc@brunswickdevcorp.org.

APPLICATION

You may add lines as necessary to any individual item, but not exceed four (4) pages total.

NOTE: The Certification and Signature Page is not included in the four page count.

ORGANIZATION BACKGROUND

Legal Name of Organization _____

Address _____

Main Phone Number _____ Fax Number _____

Web Site _____ Year Organized _____

Contact Name and Title _____

Email _____ Direct Phone Number _____

Organization Mission and Service Area _____

Major Sources of Funding _____

PROJECT INFORMATION

Project's Purpose _____

BRUNSWICK DEVELOPMENT CORPORATION
2018 GRANT APPLICATION

Population Benefiting _____

Project Schedule and Continuation, if any _____

Benefit to Brunswick Community _____

Total Project Budget _____ Grant Amount Requested _____

Amount & Source of Matching Funds _____

Method of Evaluating Project Success _____

BRUNSWICK DEVELOPMENT CORPORATION
2018 GRANT APPLICATION

The Applicant hereby represents the following to the BDC:

- ✓ The Applicant is a 501(c)(3) or has a formal arrangement with a 501(c)(3) to serve as the applicant's fiscal agent.
- ✓ Any grant received as a result of this application will only be used for activities, operations or purposes within the Town of Brunswick.
- ✓ Any grant received as a result of this application will be used for the specific project described in the application.
- ✓ Any grant funds received as a result of this application will be expended within one calendar year of the award date or be returned to the BDC.
- ✓ Any grant received as a result of this application will not be used to attempt to influence legislation or any political campaign.
- ✓ The Applicant will administer and supervise the expenditure of all funds received as a result of this application and no funds will be transferred to another organization.
- ✓ If a grant is awarded, the Applicant will provide a brief final report to the BDC Board describing the results achieved and providing a summary of expenditures.
- ✓ The submission of this application has been authorized by the Applicant's Board and the signature represents an individual authorized to sign on behalf of the organization.

In the event of a material misrepresentation by Applicant, then on demand by BDC, Applicant shall promptly pay over to BDC an amount equal to the grant. If such payment is not promptly made, then BDC may take any and all actions at law or in equity to recover such amount, and BDC shall have the right to recover all reasonable costs of collection, including without limitation court costs, court fees, and reasonable attorney fees.

Authorized Signature _____ Date _____

Printed Name & Title _____

Submit original application with required and optional attachments plus 8 copies by mail (or hand delivery) to:

Brunswick Development Corporation
c/o Town of Brunswick
85 Union Street
Brunswick, Maine 04011