

Charity Grant Application Process

The Butler Foundation helps people in need, *as directly as possible*.

Grantmaking Priorities and Exclusions

In keeping with its mission, the Foundation only funds public charities based in and/or serving Northern Kentucky residents. Priority goes to charities that provide basic, direct services to improve the long-term quality of life for our poor and disadvantaged neighbors. Typical Charity Grants include start-up funding, operating support, or program support for non-profits that provide shelter, food, clothing, education, legal representation, rehabilitation, therapy, substance abuse counseling, and/or child abuse prevention services for Northern Kentuckians in need.

Multi-year grants and challenge grants are considered on a case-by-case basis.

The Foundation DOES NOT sponsor events; and usually declines to fund endowments, completed projects, and “bricks and mortar” capital campaigns.

Grant Cycles and Deadlines

The Foundation’s Board of Directors meets each Spring and Fall to consider formal grant requests. Meeting dates vary from year to year, but grant submission deadlines are always **March 1** (for Spring review), and **October 1** (Fall review). Grant decisions are usually communicated within 10 days of the meeting, and awards are mailed soon thereafter.

Application Process

There is no set format for Charity Grant proposals, but all applications must include:

- Specific dollar request;
- IRS determination letter;
- Complete description of the program or purpose for which funds are requested;
- Most recent financial statements (unaudited is acceptable)
- Charity budget for the current year
- Program budget, if applicable
- List of other funders approached for the same program, if applicable
- List of current Board of Directors

Completed applications should be mailed or emailed to:

Barbara Schaefer, Executive Director
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