



BLACK UNITED FUND OF MICHIGAN, INC.

February 2012

Dear Applicant:

BUF of Michigan, was established in the fall of 1970 as a resource center for community-based, non-profit projects. As such, BUF has a rich heritage of identifying and supporting innovative programs that reach a diverse population throughout the state of Michigan.

If your organization is a Michigan non-profit corporation serving the needs of communities within the state of Michigan and your organization is in need of support, i.e., consultation, referrals, proposal development, etc., we welcome the opportunity to assist you. To be considered for BUF support, please provide each of the required documents noted on the attached Application Guidelines and return them with the Application Form to our office by the deadline noted in the Application Guidelines.

Should you have any questions, please do not hesitate to contact our office at (313) 894-2200.

Very truly yours,

Kenneth W. Donaldson,
President & CEO
Black United Fund of Michigan, Inc.

Enclosures: Support Guidelines
Application Guidelines
Application Form
Application Checklist



BUF OF MICHIGAN SUPPORT GUIDELINES - 2012

TO BE CONSIDERED FOR BUF SUPPORT, YOUR ORGANIZATION MUST:

- *Be incorporated in the State of Michigan.
- *Be certified by the Internal Revenue Service (IRS) as a tax-exempt organization.
- Have a board of directors with not less than the number of officers required by the Michigan Business Corporation Act.
- Have an established history of servicing communities and the people of the State of Michigan.
- Not duplicate existing efforts within the same target area.
- Not duplicate efforts presently supported by BUF.
- Address the needs of target areas within the State of Michigan.
- Be available for an onsite visit by BUF representatives, if necessary.

****If these items have not been obtained, BUF will require proof that they are in process or your application will be rejected.***

ADDITIONAL BUF GUIDELINES:

- ❖ BUF support will not exceed \$ 20,000 per organization on an annual basis.
- ❖ BUF support is limited to a TWO YEAR APPLICATION MAXIMUM. Anyone receiving BUF support in two consecutive years will have to wait 24 months before receiving additional BUF support.
- ❖ BUF reserves the right to set support priorities based upon researched community needs and concerns.
- ❖ It is the applicant's responsibility to secure information regarding BUF's recent support priorities and various deadlines for submitting applications. **PLEASE do not rely on previous Application Forms.**
- ❖ All applications for support are referred to BUF's Screening Committee for review. The Screening Committee reserves the right to request additional information, if necessary, including an onsite visit.

- ❖ BUF's Screening Committee reviews applications on an annual basis, and reports to the Board of Directors for final approval/recommendations.
- ❖ BUF's Board of Directors makes final determinations on recommendations from the Screening Committee. The Board reserves the right to approve special projects from time-to-time.
- ❖ BUF does not engage in direct political activity, including endorsements, lobbying or financing.
- ❖ BUF **does not** provide support to individuals.
- ❖ BUF **does not** provide fiduciary, third party or pass-through arrangements.
- ❖ BUF **does not** provide capital support.
- ❖ BUF **does not** provide emergency support except at the discretion of the President/CEO.
- ❖ If your organization is currently being supported by BUF (including BUF-MI-FED), a new application **will not** be considered until the current BUF commitment is satisfied.
- ❖ Members of BUF-MI-FED are not eligible for support.

RESPONSIBILITIES OF SUPPORTED ORGANIZATIONS

1. **Reporting Responsibilities** - Supported organizations will be required to provide BUF with the following:

- Within 5 business days of receiving a disbursement check from BUF, the supported organization shall provide BUF with a letter confirming its receipt of the disbursement check via certified mail, email or fax. The letter shall include the name of the organization, the date that the disbursement was received, and be signed by an authorized officer of the organization. Failure to provide BUF with a letter confirming receipt of a disbursement check within 5 business days of receipt will make the organization ineligible for additional or future support by BUF.

- Within 15 days of completion of a program funded in whole or in part by BUF, the organization shall provide BUF with a detailed final report which lists the name of the organization, the program for which support was provided, the amount of support received, how the funds were used, whether or not the program was successful and how the success of the program was measured. The final report shall be signed and dated by an authorized officer of the organization. Failure to provide BUF with a final report with the required information

within 15 days of completion of the program or service will make the organization ineligible for future support by BUF.

2. **Public Acknowledgement** - All organizations receiving BUF support will be required to publicly acknowledge receipt of BUF funds as follows:

- BUF will provide the organization with 2 window stickers which shall be placed in the organizations window at its headquarters for the year in which it receives support.

- If the organization has a website, the homepage of the organization's website should indicate that it is a recipient of BUF support for the year in which it receives support. If the organization does not have a website, it shall indicate that it is a recipient of BUF support on any literature, brochures or other informational packets that it uses to publicize its programs and services for the year in which it receives support.

- Upon request, the organization must be willing to participate in BUF's video marketing with a testimonial about the BUF support that it received and the program or service that was supported.

- BUF will provide other acknowledgement suggestions upon request.



O F M I C H I G A N

Empowering Communities and Changing Lives Together

BUF's Current Support Priorities

1. EDUCATION

- Public Health
- STEM (Science, Technology Engineering and Mathematics)
- Entrepreneurship
- Finance
- ACT/SAT Preparation
- Extracurricular Academic Programs

2. COMMUNITY DEVELOPMENT

- Crime Prevention
- Beautification/Clean-Up Projects
- Urban Farming

3. CULTURAL DEVELOPMENT

4. COMMUNITY NEEDS RESPONSE



BUF OF MICHIGAN APPLICATION GUIDELINES - 2012

This application is the first step in the process for being considered for BUF support. **The omission of any of the requested items will result in unnecessary delays.** All information regarding the status of your application will be provided IN WRITING. BUF personnel will not be able to provide you with any information about the status of your application by telephone, personal visits to the BUF office, or otherwise.

Please be prepared to allow a turnaround time of ninety (90) days after the deadline for your application to be completely processed.

REQUIRED DOCUMENTS – Please be sure to include each of the following documents with your Application Form. Failure to provide each of the documents listed below, in addition to the Application Form, may prevent your organization from receiving support.

1. Cover letter briefly describing the program for which your organization is requesting support and the amount of your request. The cover letter must be on organization letterhead.
2. Detailed program budget. This is the budget for the entire program.
3. Detailed BUF support budget. This budget should provide specific details regarding the application of BUF monies for the program.
4. A copy of the organization's Articles of Incorporation as filed with the State of Michigan. If the organization has not filed its Articles of Incorporation with the State of Michigan, a copy of the Articles of Incorporation to be filed by the organization may be provided. *Please note that proof of the filing of the Articles of Incorporation must be provided to BUF before BUF disburses any funds to the organization.*
5. A copy of the organization's tax-exempt Letter of Recognition from the IRS. If the organization has not received its Letter of Recognition from the IRS, the organization should provide BUF with a copy of its Application for Recognition of Exemption Under Section 501 (C)(3) of the Internal Revenue Code (Form 1023) as filed with the IRS. *Please note that proof of tax-exempt status must be provided to BUF before BUF disburses any funds to the organization.*
6. A list containing the current names, addresses and telephone numbers for each member and officer of the Board of Directors of the organization.

7. Board Resolutions authorizing the organization to apply for BUF support, signed by an authorized officer of the organization.

Note: For services other than monetary support (proposal development, referrals, and technical assistance) only a cover letter stating the nature of the request is required. Additional information may be required at the discretion of the BUF board of directors.

Application Deadlines and Submission Process:

Applications for BUF support will be available for printing from BUF's website at www.bufmi.org, or by request via email, info@bufmi.org, from February 10th thru February 24th. ***For consideration for BUF support, fully completed and signed Application Forms and other required documentation must be returned to BUF in person or by mail not later than February 29th Please be sure to use the Application Form provided by BUF. Revised Application Forms will not be accepted.***

Applications may be submitted in person, by email or by mail, with email being the preferred method of submission. Email submissions (with an appropriate signature page) should be delivered to info@bufmi.org not later than midnight on February 29th. Applications submitted in person or by mail must be delivered to the following mailing address (**1 original only is required**) not later than 4:00 p.m. on February 29th. No exceptions will be granted.

BUF Screening Committee
Black United Fund of Michigan, Inc.
2187 West Grand Boulevard
Detroit, MI 48208



BUF OF MICHIGAN APPLICATION FORM - 2012

Please type or print clearly. Illegible applications will not be considered.

1. ORGANIZATION CONTACT INFORMATION:

Name of Organization: _____
Contact Person: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____
Telephone Number: _____
Date of Incorporation: _____

2. MISSION:

3. DESCRIPTION OF SERVICES PROVIDED BY THE ORGANIZATION

4. AREA TO BE SERVED (GEOGRAPHIC):

5. SOURCE(S) OF OTHER SUPPORT (REQUESTED & ACTUAL) – FULL DISCLOSURE IS
REQUIRED:

SOURCES OF SUPPORT	AMOUNT REQUESTED	ACTUAL AMOUNT RECEIVED	DATE RECEIVED

ATTACH ADDITIONAL LIST IF NECESSARY

6. AMOUNT OF BUF SUPPORT REQUESTED AND PURPOSE FOR BUF SUPPORT:

7. DESCRIBE HOW THE ORGANIZATION INTENDS TO SUPPORT ITS PROGRAMS AND SERVICES BEYOND BUF SUPPORT:

8. DESCRIBE THE MECHANISM THE ORGANIZATION WILL USE FOR DETERMINING SUCCESS, I.E., THE EVALUATION PROCESS.

9. IF THE ORGANIZATION HAS RECEIVED BUF SUPPORT IN THE PAST, PLEASE PROVIDE INFORMATION REGARDING THE PROGRAM FOR WHICH SUPPORT WAS RECEIVED AND THE YEAR(S).

10. HOW DID YOU HEAR ABOUT THIS FUNDING OPPORTUNITY? IF FROM A BUF BOARD MEMBER OR EMPLOYEE, PLEASE STATE THE NAME OF THE BOARD MEMBER OR EMPLOYEE AND YOUR ACQUAINTANCE WITH SUCH PERSON.

11. THE PERSON SUBMITTING THIS APPLICATION FORM ON BEHALF OF THE ORGANIZATION MUST SIGN AND DATE THIS APPLICATION FORM BELOW.

Signature

Date

Name (Please Print)

Title



O F M I C H I G A N

Empowering Communities and Changing Lives Together



BUF OF MICHIGAN APPLICATION CHECKLIST - 2012

Please complete this Checklist to be certain that you have included the required documentation. This Checklist must be included with your Application packet. If the Application packet is submitted WITHOUT ALL of the following documents, your application will be delayed until all required documentation has been provided.

- Cover letter on organization letterhead
- Completed Application Form. Revised *Application Forms* will not be accepted.
- Detailed Program Budget
- Detailed BUF Support Budget
- Articles of Incorporation filed with the State of Michigan (or documentation that this process has begun)
- IRS Letter of Recognition of Tax-Exempt Status (or documentation that this process has begun)
- Current board roster listing officers and members with current addresses and telephone numbers
- Board resolutions authorizing the organization to apply for BUF support, signed by an authorized officer of the organization
- Signature on Application Form (Page 9)
- 1 original and 3 copies of the application packet, if submitting by mail

Signature

Date

Printed Name



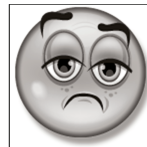
BUF OF MICHIGAN. APPLICATION DO'S AND DON'TS



D
O

- ✓ Obtain an Application Form by email request, or visit the BUF Website at www.bufmi.org between February 10th and February 24th.
- ✓ Read Application Guidelines CAREFULLY.
- ✓ Adhere to ALL prerequisites / requirements for consideration of BUF support.
- ✓ Submit application information in the order listed on the attached Checklist.
- ✓ Maintain your original legal documentation files, i.e., Recognition of Tax Exempt Status letter, Articles of Incorporation, current board listing, etc.
- ✓ Encourage your workplace to support an annual BUF campaign!
- ✓ Mail, hand deliver or email your application packet (along with the appropriate number of copies if mailing or submitting in person) to BUF's home office by not later than February 29th.

D
O
N'
T



- ✓ Wait until the deadline date to mail your application.
- ✓ Mail or email application information on or after deadline date.
- ✓ Submit an incomplete application packet.
- ✓ Submit application packets loosely held together with paper clips or rubber bands, etc.
- ✓ Call for application status – BUF will notify you in writing of the status of your application.