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| **Administrative Use Only** |
| **Application No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Budget $ \_\_\_\_\_\_\_\_\_\_\_\_\_**  **Program $ \_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Annual Baker Donelson**

**Community Grants Program**

**Grant Application Form**

Deadline: 5 p.m. Friday, November 26, 2021

(Deviation from this format will result in disqualification)

**Date**

**Name of contact Title**

**Organization name**

**Address**

**Telephone number Fax number**

**Email address Web address**

**Name of program**

**Organization budget $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program budget $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Brief description (1 paragraph) of the program or project needing funding**

**Name and signature of executive director or board president**

(name)

(signature) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Note: All info above must remain on page 1 of the application.***

***Grant Application***

**1) Summarize your organization’s history, mission and goals (one-two paragraphs).**

**2) Describe the program or project for which you are requesting a grant, and specify how the grant money will be used to educate (i.e., teaching reading, math, life skills, and/or mentoring), clothing, shelter and/or feed at-risk youth living in the metro Baltimore area.**

**3) Explain how the grant money will help you achieve social change or improvement and generally affect your organization’s work.**

**4) Identify your target audience and geographic areas served by the program or project.**

**5) Describe the volunteer and/or staff resources in place to carry out the program or project.**

**6) Outline your estimated timetable for implementation.**

**7) List the specific, measurable objectives of this project, which Baker Donelson will use in evaluating your grant application.**

***Required Attachments***

**8) Include a copy of your IRS 501(c)(3) tax-exempt nonprofit status.**

**9) Include a copy of your organization budget for your most recent fiscal year.**

**10) Include a copy of your proposed program budget for the grant.**

**11) Provide a list of your Board of Directors and their affiliations.**

**12) Do not include a cover letter.**

**All grant applications must be received by Baker Donelson no later than 5 p.m. on Friday, November 26, 2021.**

**Grant applications should be typed, mailed, or emailed (as a single attachment) to:**

**Baker Donelson Community Grants Program**   
Baker Donelson  
100 Light Street  
Baltimore, MD 21202

communitygrants@bakerdonelson.com

**Baker Donelson's**

**Annual Community Grants Program**

**Grants Guidelines**

At Baker Donelson, we believe that we have a responsibility and an obligation to serve the communities in which our employees live and work. The Ober|Kaler Community Grants Program was established in 2003 on the occasion of the firm's 100th anniversary. Now as a merged firm, we are proud to continue this tradition of supporting community organizations concerned with enhancing the quality of life in Maryland. We demonstrate our commitment to good corporate citizenship through significant financial contributions and countless volunteer hours.

The Baker Donelson Community Grants Program aids ambitious nonprofit organizations addressing children and youth education and welfare issues in the metropolitan Baltimore area. One $15,000 grant and two $10,000 grants will be awarded to community organizations that already have manpower in place but lack the financial support to implement their specific local projects.

The Baker Donelson Community Grants Program award committee, comprised of Baker Donelson employees representing various segments of the firm, will administer the program and award the grants. The selected grant recipients will be posted at [www.bakerdonelson.com](http://www.bakerdonelson.com) in December 2021.

To be eligible for a grant, organizations must meet the following guidelines:

* Baker Donelson will consider proposals from local organizations with programs focused on educating (i.e., teaching reading, math, life skills, and/or mentoring), clothing, sheltering, and/or feeding **at-risk** youth living in the metropolitan Baltimore area.
* Baker Donelson will fund **specific programs, rather than general operating expenses.**
* The firm will give priority to ambitious community organizations that already have manpower in place but lack the financial support to implement their specific **local project**. Examples of eligible projects include, but are not limited to: reading and literacy programs, after-school programs, mentoring programs, and parent-child education programs.
* All organizations applying for assistance must be classified by the Internal Revenue Service as 501(c)(3) tax-exempt nonprofit organizations.
* Churches, synagogues, parochial and public schools also may apply if their “umbrella” organizations have tax-exempt status.

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* The following groups **are not eligible** for grant consideration: Individuals, government agencies and religious organizations requesting funds for sectarian activities.
* The following activities **are not eligible** for grant consideration: deficit spending, start-up funding, capital campaigns, fund raising, galas, advertising, political campaigns and sporting events/tournaments, and scholarships.
* **Do not include a cover letter.**
* All grant applications must be received by Baker Donelson no later than 5 p.m. on Friday, November 26, 2021.
* Grant applications should be **typed,** **mailed, or emailed (as a single attachment) to:**

Baker Donelson Community Grants Program

Baker Donelson

100 Light Street

Baltimore, MD 21202

[communitygrants@bakerdonelson.com](mailto:communitygrants@bakerdonelson.com)

* Please **do not contact employees of Baker Donelson** to discuss the program. All inquiries should be directed to [communitygrants@bakerdonelson.com](mailto:communitygrants@bakerdonelson.com).