



# DIVERSITY AND INCLUSION GRANT PROPOSAL GUIDELINES



Thank you for submitting your funding proposal. The following information and guidelines will help you with your submission and will help Brewers Association (“BA”) staff and Diversity Committee members with their evaluation.

## BUDGET YEAR

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The BA budget year runs from January 1 thru December 31.

## DURATION OF FUNDING

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Funding commitments are for one specific event, to be completed by end of budget year.

## FUNDING POLICIES

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Funding Request– The requested funds should be not exceed 25% of event budget.

Brewers Association Acknowledgement of Funds– Brewers Association financial support of any and all funded projects must be acknowledged in collateral and communications related to the project as agreed upon. The BA logo (available on request) should be used when appropriate.

## FUNDING PROCESS

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- March 15: Proposal deadline for 2019 event funding
- March 15-March 31: Proposals evaluated
- April 15: Applicants notified (funding committed, funding not committed)
- April - December: 1-2 page follow up report due within 60 days of funded events

## SUBMISSION PROCESS

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Proposals are collected online. The following information will be necessary to complete your grant proposal submission:

- Name of person submitting proposal
- Title of person submitting proposal
- Organization or company of affiliation of person submitting the proposal
- Organization or company website
- Non-profit status
- E-mail address of person submitting proposal
- Phone number of person submitting proposal
- Event name
- Event location (City, State)

- Event venue
- Event date(s)
- Verification of event insurance and detailed security plan
- 2019 funding request amount (\$)
- Description of the event's mission and why it will be successful
- Past (last three years, if available) and projected event attendance
- List of local partners
- Incorporation of diversity and inclusion
- Audience
- Summary of requested operational support
- Impact of award on event
- Any additional information you would like to provide with this proposal

Thank you for your proposal.

**Please direct questions or comments to:**

**Courtney Jensen**

Member Services Representative

Diversity Committee Member

[courtney@brewersassociation.org](mailto:courtney@brewersassociation.org)