

# BOSTON CENTER FOR BLIND CHILDREN GRANT PROCESS

## PROPOSALS:

- **All proposals must be submitted** using the July, 2023 revised Common Grant Application Form and the Budget Template, both of which can be found at [philanthropyma.org](http://philanthropyma.org). No other format will be accepted.
- **Annual proposal deadline is April 15th**
- **The following documents must be included with the proposal:**
  - Copy of the organization's IRS 501(c)(3) letter
  - List of directors
  - Latest financial audit OR 990 tax return
- **Email your proposal by April 15th to [bostoncenterblind@gmail.com](mailto:bostoncenterblind@gmail.com)**

## REPORTS:

All grant recipients must submit a report by August 15th of the year following funding that details how the grant funds were spent. Failure to submit the report may impact future eligibility.

- **Grant recipients must complete:**
  - **the Common Report Language Form**
  - **the Budget Template Form used as an expense report**, both of which can be found at [philanthropyma.org](http://philanthropyma.org). No other format will be accepted.
- **Reports must be submitted to the following email address:**  
**[bostoncenterblind@gmail.com](mailto:bostoncenterblind@gmail.com)**
- **Reports must be submitted no later than August 15th of the year following funding.** For example, reports for grants awarded in 2023 are due by August 15, 2024.