



BUILD-A-BEAR WORKSHOP FOUNDATION Grant Guidelines

Program areas and priorities

- Programs or organizations that provide direct support for children and families in the areas of health and wellness, literacy or education.
- Programs or organizations that provide direct support for animals, including wildlife.
- Programs or organizations that provide direct support for the environment or environmental education.
- Programs or organizations that provide direct support for children and animals, children and the environment, or animals and the environment.

Geographic focus

- The Build-A-Bear Workshop Foundation strives to be geographically diverse in its giving within the United States and Canada. Priority is given to organizations located near Build-A-Bear Workshop stores.

Organization requirements

- United States requestors must be a tax-exempt organization under Section 501(c)(3) of the IRS Code, and "not a private foundation," within the meaning of Code Sections 509(a)(1) or 509(a)(2), or a state college or university within the meaning of Code Section 511(a)(2)(B) (a "Public Charity"). In addition, grant recipients must certify that you are not a supporting organization within the meaning of Code Section 509(a)(3).
- Canadian requestors must be a registered Canadian charity.

Grant process timetable

- Grant requests will be accepted beginning in March of 2011 and reviewed on a rolling basis throughout the year until October 28, 2011.
- It takes approximately 4-6 months for a grant to be reviewed and processed. All grant applicants will be notified of the board's decision via e-mail.
- Organizations are able to apply only once a year.
- Organizations who received funding in 2010 are ineligible to apply for a grant until 2012. Organizations who receive funding prior to 2009 may re-apply for a grant in 2011, but priority is given to new organizations requesting funding.

Grant types/amounts determined

- Grants will be a one-time contribution and range from \$1,000 USD to \$10,000 USD. The average grant is \$1,500. Grant requests should be in line with an organization's overall budget.

- Grant Types Funded:
 - Individual Project grants – These grants are generally for one-time purchases or to fulfill a short-term need, such as the purchase of books, materials or equipment.
 - Organization Program grants – These grants fund start-up or operational costs for ongoing programs. Examples include funds for research, educational programs or financial assistance for children and families in-need.
- Grant Types Not Funded:
 - Annual Appeals or Capital Campaigns
 - Construction or “New Facility” expenses
 - Fundraising or Event Sponsorships
 - Political Activities
 - Religious organizations for religious purposes
- The final determination of grant recipient awards is at the sole discretion of the Build-A-Bear Workshop Foundation Contributions Committee and the Board of Directors of the Build-A-Bear Workshop Foundation.