

GOOD NEIGHBOR GRANT PROGRAM

Grant Policy & Guidelines

Yellowstone Foundation | Billings, Montana

5

Grants Awarded

\$5,000

Per Grant

\$25,000

Annual Pool

Annual

Cycle

1. Program Overview

The Yellowstone Boys & Girls Ranch Foundation's **Good Neighbor Grant Program** reflects our commitment to strengthening the broader nonprofit community in the Billings, Montana region and beyond. We believe that a rising tide lifts all boats—when mission-aligned organizations thrive, the communities we all serve are better for it.

Through the Good Neighbor Grant Program, the Yellowstone Foundation awards five (5) fixed grants of \$5,000 each on an annual basis to 501(c)(3) nonprofit organizations whose work aligns with our mission and values.

2. Mission Alignment

The Yellowstone Foundation exists to support, promote, advance and enable charitable, religious, and educational programs benefiting youth and young adults with special needs primarily at the Yellowstone Boys and Girls Ranch (YBGR) in Billings, Montana. The Foundation may also support other nonprofits similarly situated with mission alignment in Montana and the Mountain West region.

The Yellowstone Foundation supports organizations whose work meaningfully connects to one or more of the following areas:

- Residential treatment and/or therapeutic services for at-risk youth and young adults in crisis
- Educational programming and academic support
- Family reunification and community reintegration services
- Vocational training and life-skills development

Applicants do not need to replicate the exact programs of YBGR. Organizations working in complementary areas—such as foster care and adoption services, juvenile justice diversion, mental health counseling for youth, family support services, or academic enrichment for underserved youth in Montana and the surrounding region—are encouraged to apply.

3. Eligibility Requirements

To be eligible for a Good Neighbor Grant, applicants must meet ALL of the following criteria:

- Be a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code
- Be in good standing with the IRS and the state in which you are incorporated
- Demonstrate mission alignment with the Yellowstone Foundation (see Section 2)
- Be able to use the grant funds within 12 months of the award date
- Not be a private individual, for-profit entity, or government agency

Note on Geographic Focus

While we prioritize organizations serving Montana, we will consider applications from mission-aligned organizations elsewhere in the Mountain West. Applicants outside Montana should clearly explain their connection to the region's communities or ecosystems.

4. Grant Terms & Conditions

Grant Amount	\$5,000 (fixed; no partial awards)
Number of Grants	Five (5) awarded per annual cycle
Grant Use	Project support OR general operating support
Grant Period	Funds must be expended within 12 months of award
Reporting	One brief final report required (see Section 7)
Restrictions	Funds may not be used for lobbying, political activity, or re-granting

5. Application Process

We have intentionally designed a simple, respectful application process. We know your time is valuable and that administrative burden falls hardest on smaller organizations. Our goal is to make it easy to apply so that we can focus our evaluation on what matters most - your mission and your impact.

5.1 Application Timeline

Milestone	Timing	Details
Application Opens	September 1	Applications accepted via email or mail
Application Deadline	October 15	Postmarked or received by 5:00 PM MT
Review Period	October 16 - November 15	Internal review by grant committee
Award Notification	November 16	All applicants notified by email or mail
Grant Disbursement	December 15	Checks issued to award recipients
Final Report Due	October 1 (following year)	One-page summary of grant use and outcomes

5.2 How to Submit

Applications may be submitted by email or by mail. There is no online portal—just send us your completed application form along with the required attachments.

By Email (Preferred)

grants@yellowstonefoundation.org

By Mail and Postmarked no later than October 15th Annually

Yellowstone Foundation
Attn: Good Neighbor Grant Program
2050 Overland Avenue
Billings, Montana 59102

Questions? Contact us at 406.656.8772

6. Review & Selection Criteria

All eligible applications are reviewed by the Yellowstone Foundation's Grant Review Committee, which includes board members and staff. The committee evaluates applications using the following criteria:

Criteria	Points	Weight
Mission alignment with Yellowstone Foundation	30	30%
Clarity and feasibility of proposed use of funds	25	25%
Demonstrated community impact	20	20%
Organizational capacity and financial health	15	15%
Geographic connection to Greater Yellowstone region	10	10%
TOTAL	100	100%

The committee reserves the right to seek clarification from applicants. Decisions of the Grant Review Committee are final. The Yellowstone Foundation strives to support a diversity of organizations, issue areas, and geographic locations across the five annual awards.

7. Reporting Requirements

Grant recipients are required to submit one (1) final report no later than October 1 of the year following the award. Reports should be brief—no longer than one page—and address the following:

- How were the grant funds used?
- What outcomes or impacts resulted from this grant?
- Were there any challenges or unexpected developments?
- Any other information you'd like to share with the Yellowstone Foundation

Reports may be submitted by email or mail using the same contact information provided in Section 5.2. Organizations that do not submit a final report will be ineligible to apply in the following grant cycle.

8. General Policies

Conflict of Interest

Any member of the Grant Review Committee with a personal or professional relationship to an applicant organization must recuse themselves from evaluating that application.

Confidentiality

Complete application materials are reviewed only by Yellowstone Foundation staff and board members. We may share only the organization's name and a project summary with YBGR management. We do not share application information with outside parties.

Non-Discrimination

The Yellowstone Foundation awards grants without regard to race, color, religion, national origin, sex, age, disability, or any other protected class.

Amendments

The Yellowstone Foundation reserves the right to amend this policy at any time. Changes may be communicated to applicants and posted on our website prior to the next application cycle.

YELLOWSTONE FOUNDATION

Good Neighbor Grant Program*Official Application Form*Applications due October 15 each year | grants@yellowstonefoundation.org**Instructions**

Please complete all sections of this form. Attach the required documents listed at the end of this form. Submit by email (grants@yellowstonefoundation.org) or mail. Applications must be received or postmarked by October 15. If you have questions, call us at (406) 656-8772. We are happy to help!

PART A — ORGANIZATION INFORMATION

Legal Name of Organization

Doing Business As (DBA), if different

Federal EIN (Tax ID Number)

Year Organization Founded

Organization Mailing Address

City

State & ZIP

Organization Website (if any)

Primary Contact Name

Title / Role

Phone Number

Email Address

PART B — ORGANIZATIONAL OVERVIEW

B1. Briefly describe your organization's mission and primary programs in 3–5 sentences. (500 word limit)

B2. Total organizational budget for the current fiscal year \$ _____

B3. Number of full-time equivalent (FTE) staff _____ Part-time staff _____

B4. Does your organization have a current, board-approved budget?

☐ Yes

☐ No

PART C — GRANT REQUEST

C1. I am requesting this grant for (select one)

☐ Project Support

☐ Program Support

C2. Name of the project or program

C3. Describe the project or program, its goals, and population or area it will benefit in 3–5 sentences.(500 word limit)

C4. How will the \$5,000 grant be specifically used? Please provide a line-item cost quote and brief budget narrative. If the total project or program cost exceeds \$5,000, please indicate and name what other funding sources have committed and if the amount is in hand. (500 word limit)

C5. What outcomes or impacts do you expect to achieve with this grant within 12 months? (500 word limit)

PART D — MISSION ALIGNMENT

D1. Which of the following areas does your work connect to? (check all that apply)

- ☐ Residential therapeutic services or community based services for at-risk youth and young adults in crisis
- ☐ Educational programming and academic support
- ☐ Family reunification and community reintegration services
- ☐ Vocational training and life-skills development
- ☐ Other complementary services for at-risk youth and families — describe below

D2. In 2–4 sentences, describe how your organization's mission aligns with the Yellowstone Foundation's purpose.(500 word limit)

D3. Does your work focus on or serve populations in Montana or the surrounding region?

- ☐ Yes, please describe the geographic area and populations you serve.

- ☐ No, our work is in another area but connects to the mission in these ways.

PART E — REQUIRED ATTACHMENTS

Please include the following documents with your completed application. Applications missing required attachments will be considered incomplete and may not be reviewed.

#	Required Documents	Included?
1	IRS Determination Letter confirming 501(c)(3) status	☐
2	Most recent annual budget (board-approved)	☐
3	Most recent financial statements (audit, review, or internally prepared)	☐
4	List of current board of directors with officers and career affiliation /retired	☐
5	Brief organizational bio or one-page overview (optional but helpful)	☐

PART F — CERTIFICATION & SIGNATURE

By signing below, I certify -

1. Information in this application is accurate and complete to the best of my knowledge.
2. Our organization is a tax-exempt 501(c)(3) in good standing with the IRS.
3. I am authorized to submit this application on behalf of the organization.
4. If awarded, we will use the funds as described and submit a final report by October 1 of the following year.

Authorized Signature

Date

Printed Name

Title