

Bridgeton Area Chamber of Commerce Foundation

Guidelines for Funding, Donations, and Application Procedures

Adopted by the Board of Directors of the Bridgeton Area Chamber of Commerce Foundation

1. Purpose

The Bridgeton Area Chamber of Commerce Foundation (BACCF) is organized exclusively for charitable, educational, religious, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code. These guidelines are established to:

- Define the types of projects and donations the Foundation may support.
- Establish eligibility, application, review, and approval procedures.
- Ensure transparency, accountability, and alignment with the Foundation's mission.

2. Eligible Applicants

Funding requests and project proposals may only be submitted by:

- Current members of the Bridgeton Area Chamber of Commerce (BACC)
- Members may submit applications for non-member organizations they'd like to see the BACCF provide donations to.

Applicants must be in good standing with the organization at the time of application or non-member applicant's requests must be submitted through a member of the BACC in good standing.

3. Types of Projects Eligible for Funding

Projects and activities supported by the Foundation must advance at least one of the following charitable, educational, or community-oriented objectives:

- Charitable and Community Development: Programs that improve the social, economic, or cultural well-being of the greater Bridgeton area.
- Educational Initiatives: Scholarships, workforce training, internships, public education campaigns, or seminars that foster learning and business development. Applications from area schools should have a business-related element to them.
- Scientific and Environmental Efforts: Projects that promote sustainability, innovation, or scientific understanding with local benefit.
- Cultural Heritage Projects: Activities that preserve or promote cultural understanding and harmony, consistent with 501(c)(3) guidelines.

- Community Economic Revitalization: Projects that enhance economic opportunity in the Bridgeton area.

Projects must align with IRS regulations for 501(c)(3) organizations, and with the purposes of the BACCF.

4. Ineligible Activities

Foundation funds may not be used for:

- Political campaigns or lobbying activities.
- Private business promotion primarily benefiting individual members.
- Projects outside the Foundation's 501(c)(3) purposes.
- Retroactive funding for completed projects.
- Salaries or regular operating expenses of businesses.

5. Application Procedure

1. Eligibility Confirmation – Applicants must confirm membership in the BACC.
2. Proposal Submission – Applications must include:
 - Name of Member submitting or sponsoring the application
 - Applicant name and affiliation
 - Project title and summary
 - Purpose and expected community benefit and explanation of how the project aligns with the types of projects outlined in Section 3 of this document.
 - Detailed budget and requested amount
 - Timeline and key outcomes
3. Submission Deadline – Applications will be accepted throughout the year as long as funds are available.
4. Submission Channel – Applications should be submitted electronically or in writing to the BACCF CEO, Member Services Director, or other officer or employee designated by the Board of Directors.

6. Review and Approval Process

1. Initial Review – The BACC Finance Committee and Fundraising Committee shall serve as the Donations Review Committee with the Chair of Finance Committee and Fundraising Committee serving as co-chairs of the Donations Review Committee, and shall review applications for completeness and eligibility.
2. Evaluation – Proposals are evaluated based on criteria such as:
 - Alignment with mission and 501(c)(3) purposes and with the types of projects outlined in Section 3 of this document.
 - Demonstrated community benefit
 - Feasibility and budget reasonableness
 - Applicant's ability to carry out the project

3. Recommendation and Approval – The Donations Committee recommends projects to the full Board of Directors for final approval.
4. Conflict of Interest – Board or committee members with a personal or financial interest in a proposal must recuse themselves from discussion and vote.
5. Notification – Applicants will be informed in writing of the Board’s decision.

7. Funding and Reporting

- The Board of Directors shall set an annual budget for community donations and projects. This should include setting a limit of use of no more than 10% of reserved funds if needed in a given year for these purposes.
- The Board of Directors Approved donations will be disbursed according to the approved budget and timeline.
- Recipients must provide a brief final report upon project completion, including outcomes and documentation of expenditures.
- The Board reserves the right to request additional progress reports or financial documentation.

8. Amendments

These guidelines must be approved or amended by a majority vote of the Foundation’s Board of Directors, provided that any changes remain consistent with Section 501(c)(3) of the Internal Revenue Code.

9. Effective Date

These guidelines take effect upon adoption by the Board of Directors of the Bridgeton Area Chamber of Commerce Foundation, at the May 6, 2026 Board meeting.