



BATV, Inc.
390 Boston Road
Billerica, MA 01821

Producer Grant Application

Name: _____

Address: _____

City, State, Zip: _____ Phone: (____) - ____ - _____

Email: _____

Signature _____ Date: ____/____/____

Title of project:

Brief description of project:

Total funds requested:

Describe how funds will be used (please provide detail of expenditures):

Are you applying for funding from other sources (if yes, please explain)?
Source Amount Pending / Definite

If the total requested amount of funding is not granted, will you be able to complete your project with partial funding?

Please attach a timeline for your project and include a date when your completed program will be submitted to BATV.

Please attach a completed BATV Program Proposal (available at BATV).

Producer Grant Conditions

The following conditions must be met and / or agreed upon prior to approval and / or execution of grant:

1. All applicants must be BATV Members.
2. A completed Producer Grant Application must be submitted to the BATV Producer Grant Committee in a timely manner to provide the Committee adequate time to process the application.
3. A completed BATV Program Proposal must be attached to the completed Producer Grant Application.
4. Any changes to program content that would deviate from the approved BATV Program Proposal must be approved by BATV Staff and Producer Grant Committee.
5. A reasonable timeline outlining the project must be submitted, approved and implemented (approved by BATV Producer Grant Committee). Written requests to extend timelines will be considered by the BATV Producer Grant Committee.
6. Funds matching BATV's contribution must be secured from a local business or organization (optional - decision to be made by BATV Producer Grant Committee).
7. If you are awarded a grant, documentation of all expenses, including receipts, must be submitted to BATV Producer Grant Committee as outlined in award letter or upon request of Executive Director or BATV Producer Grant Committee.
8. Any BATV grant money not spent must be returned to BATV within thirty days of completion date (as documented on timeline).
9. All items purchased with BATV grant money shall become the property of BATV unless otherwise stated by Executive Director or BATV Producer Grant Committee in writing.
10. Any violation of *BATV's Policies & Regulations* or items one through nine may result in immediate reimbursement of grant money to BATV.

Please refer to *BATV, Inc. Policies & Regulations*, Section V, Sponsorship Credits if you plan to acknowledge grantors.