



BUILD-A-BEAR WORKSHOP BEAR HUGS FOUNDATION

Literacy and Education Grant Guidelines

Program areas

- Direct support for children in literacy and education programs such as summer reading programs, early childhood education programs and literacy programs for children with special needs.

Geographic focus

- The Build-A-Bear Workshop Bear Hugs 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 on March 2, 2010 and reviewed on a rolling basis throughout the year. We reserve the right to limit the number of grant applications as well as the time frame in which we will be able to receive applications.
- All grant applicants will be notified of the board’s decision via e-mail. It takes approximately 90 days for a grant to be reviewed and processed.
- Organizations are able to apply only once a year.
- Organizations who received funding in 2009 are ineligible to apply for a grant until 2011. Organizations who receive funding prior to 2009 may re-apply for a grant in 2010, 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 recipients will be asked to sign a grant agreement and provide a follow up report within six months of receiving the grant to show how the grant was used and its results/impact.
- 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 materials or books.
 - Organization Program grants – These grants fund start-up or operational costs for ongoing programs, such as a summer reading program.

- 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