

Grant Application Process

The Clare County Community Foundation (CCCF) promotes and enables philanthropic giving to enrich and improve the lives of people in our county.

The Foundation is concerned about the community as a whole. We fund a wide variety of community programs, such as arts and culture, civic improvement, education, environment, health, human services, recreation, and youth.

The Foundation receives far more grant proposals than it can fund, so do not be discouraged if you do not receive funding for a given application. Call our Program Officer at 800-906-9661 Ext. 32 to discuss additional projects or programs for which you might apply for funding at a later date.

REMEMBER: The Foundation cannot do its work unless we have good projects to fund. The partnership between the Foundation and our nonprofit community is critical to the quality of life for local residents. We want to find excellent projects to fund.

Nonprofit organizations may use this application process to apply for funding through the following initiatives:

- Unrestricted Funds
- Healthy Youth/Healthy Seniors Endowment Fund
- Clare County Youth Fund
- Brighter Futures Fund

WHAT DOES THE CCCF SUPPORT?

The Foundation serves Clare County, so only projects that have a direct relevance to the people of this geographic area may be considered through this competitive grant process. The Foundation can only provide grants to 501(c)(3) nonprofit organizations, educational nonprofits, and governmental units.

The Foundation is particularly interested in:

- The start-up of new programs that solve critical local problems or address critical local needs
- Important projects not adequately being served by existing community resources
- Projects which provide leverage for generating other funds and community resources
- Projects which facilitate cooperation and collaboration between organizations
- Projects not requiring continuing long-term funding from this source

WHAT DOESN'T THE CCCF SUPPORT?

Unless there are compelling reasons to do so, grants ARE NOT normally made for the following types of requests:

- Operating budgets (including wages)
- Basic governmental services
- Basic educational functions
- Annual fund raising
- Normal office equipment
- Endowment campaigns
- Previously incurred debt or contracted commitments
- Sectarian religious programs
- Travel for groups such as school classes, clubs or sports teams
- Political or lobbying activities

Additionally, please note that in compliance with Executive Order 13224 and U.S.A. Patriot Act, grants may not be used to support named terrorist organizations or those who may be otherwise associated with terrorists. The Clare County Community Foundation acknowledges that "support" does not include nonviolent activities intended to protect or promote constitutional rights.

WHAT HAPPENS TO A GRANT PROPOSAL ONCE IT IS SUBMITTED?

Once the full proposal is received, the program staff and volunteer grant researchers will conduct a comprehensive review of the project, possibly including a site visit. The Foundation reserves the right to review your application with community planning agencies, resource people and/or other funding sources when we feel their input would be helpful in assessing your proposal and its potential significance.

The application is then forwarded to a grants advisory committee for consideration. Committee members make a recommendation to the Foundation Board of Trustees to do one of three things:

- Approve the proposal as it stands, or with possible alterations or contingencies
- Table the proposal
- Decline funding

Applicants will be notified of the decision regarding their application within two months of the deadline. If a grant is approved, a contract will be issued. Once the contract is returned, a check will be distributed in accordance with the contract. The contract will also address reporting guidelines.

WHAT ARE THE APPLICATION DEADLINES?

For all CCCF grant programs, with the exception noted, the application deadlines are as follows:

January 15

April 15

July 15 (except for the Clare County Youth Fund)

October 15

The application and all necessary attachments are due at the Foundation office by 5:00 PM of the deadline date. No late applications will be accepted.

DETAILED DESCRIPTIONS OF EACH GRANT PROGRAM

Unrestricted Endowment Fund. This is our all-purpose grants program, providing funding for a wide variety of projects. Any program that meets our basic eligibility requirements may be reviewed through this program.

Healthy Youth/Healthy Seniors Endowment Fund. This fund has identical criteria to our Unrestricted Endowment Fund Program, except that the programs or projects funded must address tobacco use prevention or cessation for children 0–18 years and seniors 65 and older. Funds cannot be used to purchase durable goods over \$100. Grants from this fund usually range from \$100 to \$5,000.

Clare County Youth Fund. This fund has identical criteria to our Unrestricted Endowment Fund Program, except that the programs or projects funded must have a direct relevance to children and youth to age 20. The youth are particularly interested in projects that include youth in significant and meaningful ways during development and planning stages.

Brighter Futures Fund. This fund has identical criteria to our Unrestricted Endowment Fund Program, except that the programs or projects funded must address the needs of Clare County youth ages 0-18 and their families, and promote at least one or more of the following:

1. Safe Environments,
2. Academic or Career Success,
3. Early Intervention and Prevention,
4. Recreational, Cultural and other Enrichment,
5. Physical, Mental and/or Social Health,
6. Connections to Community, and
7. Improved Access to Services.

Programs that include at-risk populations will receive priority. Include your agency's criteria for "at-risk" in the "Additional Narrative" section of your application.

HOW TO SUBMIT A GRANT APPLICATION

- 1) **Contact our staff.** Every applicant is required to contact our program officer before submitting an application. We will review your proposed project or program with you to make sure it is eligible for funding, will answer any questions you have and will provide the required “application number” you will need to complete the application.
- 2) **Create your application by following the directions on the following pages.** Follow the directions carefully, answering ALL of the questions. Be clear and concise in your responses. Use the headings provided, and use 12-point, single-spaced text.
- 3) **Put the application together.** Do not staple individual sections of your application, and please do not bind the application or put it in folders or report covers. Use a clip or one staple to keep each application together. Provide us with ONE ORIGINAL and TWO COPIES of each of the following (in this order):
 - Grant Application Cover Sheet
 - Program Narrative
 - Organization Background
 - Personnel
 - Project Budget
 - Additional Narrative (if needed)
 - Additional Attachments (only those described)
 - List of governing board including addresses and affiliations
 - Current operating budget for your organization
 - Most recent year-to-date financial statement
 - Policy concerning nondiscrimination
 - Letters of support as required only

Also provide ONE copy:

- Most recent audit or IRS Form 990
- 4) **Mail or drop off the application and copies to:**
Midland Area Community Foundation (on behalf of the CCCF)
76 Ashman Circle
Midland, MI 48640

APPLICATION FORMAT

COVER SHEET (One page) with heading “Grant Application”

- A. Legal Name of Organization Applying (identical to name on the IRS Tax Determination Letter).
- B. Common Organization Name (if different from above).
- C. Employment Identification Number (Schools – see ADDITIONAL ATTACHMENT E, Governmental units – see ADDITIONAL ATTACHMENT F)

- D. Directory Information (address, city, state, zip, telephone, fax, e-mail address of organization).
- E. Contact Person for the Request (Name and Phone Number).
- F. Chief Executive Officer of Organization (Name and Official Title)
- G. Dollar Amount Requested
- H. Total Project Cost
- I. Project Title
- J. Project Dates
- K. From which fund are you requesting your grant: (indicate one) Unrestricted Endowment Fund, Healthy Youth/Healthy Seniors Endowment Fund, Clare County Youth Fund, Brighter Futures Fund (the Foundation staff may direct your request to another fund if it would be more beneficial to your project)
- L. Project Summary (a brief statement, 75 words or less, describing your project)

PROGRAM NARRATIVE (four pages or less)

- A. Statement of Purpose: What is the purpose of your project and what issues does it address? Document the need for your project. Is this a new or ongoing project for your organization? For the community? Are there similar programs in the community? How is yours different?
- B. Project Impact: Describe the expected impact of your project. Who will benefit? Estimate the number of people to be served. Define them demographically (income, race, gender, age, etc.)
- C. Implementation/Timeline: Specify the activities to be undertaken and the timeline for their implementation.
- D. Collaboration: If you are collaborating with other organizations, please indicate which one(s) and describe your collaborative efforts.
- E. Future Plans: Is this, or will this become, an ongoing project? If so, describe how you will support it in the future.
- F. Evaluation: Describe how you will assess and measure the success of your project.

ORGANIZATION BACKGROUND (One page or less)

- A. Briefly describe the purpose and history of your organization.
- B. Describe the community or constituency you serve.
- C. Is your organization affiliated with any other organizations? If so, which ones?
- D. What other organizations in Clare County provide the same or similar activities? How is your organization different?

PERSONNEL (One page)

- A. Who are the key staff members involved with this project? What are their qualifications?
- B. Will additional staff, consultants or outside resources be required for this project? If so, explain.

PROJECT BUDGET

- A. On a separate sheet entitled PROJECT BUDGET, provide a comprehensive budget for your project listing all sources of income and detailing all expenses. Make sure that your expenses equal your revenues.
- B. In a separate paragraph, describe how the CCCF grant money will be used.

- C. Indicate if any portion of the grant will be sent to a national or other affiliate group.
- D. On a separate sheet entitled FUND REQUESTS COMMITTED/PENDING, indicate what other funds have been received or are under consideration for this project. Indicate the source, amount and either the date funds were committed or the date a response is expected if a commitment has not yet been received.

ADDITIONAL NARRATIVE (One page)

If you are applying for funding from the Healthy Youth/Healthy Seniors, Clare County Youth or Brighter Futures Fund, and you wish to address specific criteria for those funds as described, this is the place to do so.

ADDITIONAL ATTACHMENTS

- A. List of governing board including addresses (cities) and affiliations
- B. Current operating budget for your organization
- C. Most recent year-to-date financial statement
- D. Policy concerning nondiscrimination
- E. If your organization is a school or school district, have your Superintendent of Schools submit a letter of support for your project. Also include a copy of any grant procedures documents required by your school.
- F. If your organization is a governmental unit, have your Mayor, Chairperson or highest ranking paid official submit a letter of support for your project.
- G. (ONE) Most recent audit or IRS Form 990