

# Grant Proposal Process

***The Midland Area Community Foundation (MACF) strengthens our community by providing leadership, fostering collaboration on local needs and issues, and encouraging a legacy of giving through grants, scholarships, and events.***

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.

While maintaining open competitive grant making, the MACF also uses a proactive grant making process known as Community Priorities Initiative. The Initiative is a means through which grants are made that address specific needs of Midland and Gladwin counties as revealed through an assessment conducted in fall 2004.

The top three areas of need included in the Community Priorities Initiative are economic impact, youth and leadership. The goal of the MACF is to expend a majority of budgeted unrestricted grant dollars on a prioritized list of community opportunities and needs.

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 989-839-9661 or 800-906-9661 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. For this reason we ask that all nonprofits, especially private and faith based organizations specify how the grant will impact the community at large.

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

- Unrestricted Funds
  - Open Competitive Grant making
  - Community Priorities Initiative
- Gladwin County Endowment Fund
- Healthy Youth/Healthy Seniors Endowment Fund
- Kellogg Youth Fund
  - Midland County Youth Action Council (MCYAC)
  - Gladwin County Youth Action Council (GladYAC)

## **WHAT DOES THE MACF SUPPORT?**

The Foundation serves Midland and Gladwin Counties, 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
- Community Priorities Initiative, which include the following needs:

### **1. Economic Impact**

The Foundation is looking for projects that address issues of economic impact such as healthcare access and affordability, the problems of the working poor, and assuring that the local quality of life is attractive to and supportive of a thriving economy.

### **2. Youth**

One of the main issues revealed is that some youth are limited by the activities/culture their communities have to offer. Projects such as those that emphasize youth health, safety, education and recreation, will be given priority.

### **3. Leadership**

Projects involving building philanthropy and volunteer leadership, as well as capacity building to strengthen the government and nonprofit sectors, will be given priority.

## **WHAT DOESN'T THE MACF 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 Midland Area 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 MACF grant programs, with the exception noted, the application deadlines are as follows:

**January 15**

**April 15**

**July 15** (except for MCYAC and GladYAC, which don't do grantmaking in the summer)

**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 Funds.*** This fund supports requests for both open competitive grant making and Community Priorities Initiative, providing funding for a wide variety of projects. Any program that meets our basic eligibility requirements may be reviewed through this program. Most grants range from \$100 to \$20,000 per application. Only a limited number of the larger grants can be provided each year. For specific information regarding Community Priorities Initiative see the section titled “What Does the MACF Support.”

***Gladwin County Endowment Fund.*** This fund has identical criteria to our Unrestricted Funds Program, except that the programs or projects funded must have direct relevance to the residents of Gladwin County only. Grants from this fund usually range from \$100 to \$2,000.

***Healthy Youth/Healthy Seniors Endowment Fund.*** This fund is to support issues which support healthy youth and healthy senior, such as smoking and substance abuse prevention and cessation, violence and conflict resolution, access to dental care, community alternative recreation, child care, pharmaceutical issues, preventing and managing chronic disease, long term care alternatives, mental health and aging workforce again, etc.

***Kellogg Youth Fund.*** This fund has identical criteria to our Unrestricted Funds 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. Grants from this fund range from \$100 to \$5,000.

## **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  
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. Application Number (Provided by the program officer during your initial contact to discuss your proposal).
- E. Directory Information (address, city, state, zip, telephone, fax, e-mail address of organization).
- F. Contact Person for the Request (Name and Phone Number).
- G. Chief Executive Officer of Organization (Name and Official Title)
- H. Dollar Amount Requested
- I. Total Project Cost
- J. Project Title
- K. Project Dates
- L. From which fund are you requesting your grant: (indicate one) Unrestricted

Endowment Fund, Gladwin County Endowment Fund, Healthy Youth/Healthy Seniors Endowment Fund, and Kellogg Youth Fund (the Foundation staff may direct your request to another fund if it would be more beneficial to your project).

- M. If you are submitting an application through the Community Priorities Initiative, indicate which category you are addressing (Economic Impact, Youth, and/or Leadership).
- N. 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 Midland/Gladwin Counties provide the same or similar activities? How is your organization different?
- E. Describe how your organization benefits the community at large.

**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 MACF 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 Community Priorities Initiative within the Unrestricted Endowment Fund, the Healthy Youth/Healthy Seniors Endowment Fund, or the Kellogg Youth 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