



## **CommunityGives Youth Grant Program - Grant Process**

The CommunityGives Youth Grant Program is sponsored by The Dow Chemical Company and the Midland Area Community Foundation. Similar programs are in place for the Bay City and Saginaw Community Foundations.

---

**Grant Amount - \$1,000**

---

1. Review the CommunityGives Youth Service Program application to verify that your group meets the program requirements.
2. Choose an agency with which your youth group would like to volunteer its time. If you'd like help planning, e-mail Sara JacobsCarter ([sjacobscarter@midlandfoundation.org](mailto:sjacobscarter@midlandfoundation.org)) Administrator for the CommunityGives Youth Service Program at the Midland Area Community Foundation (Please note: If your group is affiliated with Midland Public Schools, you must contact Robert Cooper or Tracey Reed to receive approval to apply).
3. Contact Sara through e-mail (above) or by phone (989-839-9661) at the Midland Area Community Foundation to discuss your plan. Please be specific about what your group will be doing (dates, times, organization you'll be working with), and ensure your plan will result in a minimum of 50 hours of volunteer time within a two day period.
4. Complete the CommunityGives Application and submit **via the [midlandfoundation.org](http://midlandfoundation.org) website** by the quarterly deadline most appropriate to the project you've identified. Deadlines are: January 15, April 15, July 15 & October 15.
5. CommunityGives Coordinator will review and evaluate all requests within a few days of the deadline and contact the applicant with the approval to go forward with the project as detailed in the application, suggest any changes or inform the applicant of denial.
6. Grantee completes the service project as detailed in the application.
7. Grantee completes and submits the Final Activity Report including photo releases and photos (**via [midlandfoundation.org](http://midlandfoundation.org) within two weeks of the completion of the project.**
8. CommunityGives Program Coordinator will review final report and contact grantee with any questions. If there are none, the grant will be approved for payment. Payment is generally received within two weeks of the submission of an approved Final Activity Report.