



CommunityGives Youth Service Program - Grant Process

The CommunityGives Youth Grant Program is sponsored by Dow Inc. 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. Contact an agency with which your youth group would like to volunteer its time and make tentative plans. If you'd like help planning, e-mail Sara JacobsCarter (sjacobscarter@midlandfoundation.org), Administrator for the CommunityGives Youth Service Program at the MACF.
(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. As you apply, please be specific about what your group will be doing (dates, times, charitable organization with whom you'll be working), and ensure your plan will result in a minimum of 50 hours of volunteer time within a two-day period. If the organization has a job but it necessitates volunteering over the course of a week, for example, contact Sara JacobsCarter for prior authorization for this modification.
4. Complete and submit the CommunityGives Application **via the midlandfoundation.org website** by the appropriate quarterly deadline: January 15, April 15, July 15 & October 15.
5. CommunityGives Administrator 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. These grants are competitive; if you are not approved this quarter, you are welcome to plan and propose a new project in the following quarter.
6. Grantee completes the service project as detailed in the application; *this includes proposed project and number of volunteers* (changes to these plans would have altered your group's standing in the evaluation process). Funds not used as proposed in the application must be returned to the Foundation.
7. Grantee completes and submits the Final Activity Report including [photo releases](#) for EACH youth and photos (**via midlandfoundation.org**) **within two weeks of the completion of the project.**
8. CommunityGives Youth Service Program Administrator 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.