 **Grant Application Process**

An Affiliate of the Midland

Area Community Foundation

***The Gladwin County Community Foundation exists to cultivate the power of giving within our community, support long-term transformation, and help ensure all residents thrive.***

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. Contact the Director of Community Impact at 989-839-9661 to discuss additional projects or programs for which you might apply for funding at a later date.

### **WHAT DOES THE GLADWIN COUNTY COMMUNITY FOUNDATION SUPPORT?**

The Gladwin County Community Foundation (GCCF) serves Gladwin 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.

Wages and other administrative expenses relevant to the program or project will be considered. Operating expenses for the organization as a whole will not be considered.

The GCCF is particularly interested in:

* Programs that solve or address critical local needs. These can include:
* New programs
* Expanding programs, or
* Current programs which are evidence based and achieving significant desired outcomes
* Projects which provide leverage for generating other funds and community resources, including matching dollars from other organizations
* Projects which facilitate cooperation and collaboration among organizations
* Sustainable projects and programs which have proven plans for long term impact as identified
* Self-contained or time limited projects and programs which utilize best practices
* Requests targeting young people are usually handled through the Gladwin County Youth Action Council (GladYAC). Requests to GladYAC use the same application process as outlined in these guidelines.
* **WHAT DOESN’T THE GCCF SUPPORT?**
* Basic operating budgets
* Basic governmental services
* Basic educational functions
* Annual fundraising, events, sponsorships
* Endowment campaigns
* Previously incurred debt or contracted commitments
* Sectarian religious programs (the exception is if the program or project is community based)
* Political or lobbying activities
* Previously denied GCCF grant requests

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 otherwise be associated with terrorists. The Gladwin County Community Foundation acknowledges that “support” does not include nonviolent activities intended to protect or promote constitutional rights.

**WHEN ARE THE APPLICATION DEADLINES?**

* January 15
* April 15
* July 15 (Note that GladYAC does not review proposals during this cycle)
* October 15

The application and all necessary attachments are due online by 11:59 p.m. of the deadline date. All applications will be reviewed within six weeks.

**HOW TO SUBMIT A GRANT PROPOSAL:**

1. Contact our staff. Every applicant is required to contact our program officer before submitting an application. We will review your proposed program or project with you to make sure it is eligible for funding, will answer any questions you have and will provide the required access code you will need to complete the process.
2. Register or login to the grant portal at goapply2.akoyago.com/midland

* Once logged in, you can edit, upload, and save partial applications. Answer all questions completely. Be clear and concise in your responses.

1. Organize necessary information (as listed below):

* Applicant Information
  + Legal Name of the Organization
  + Common Organization Name
  + Employment Identification Number (EIN)
  + Contact Information
  + Contact Person
  + Chief Executive Officer of the Organization
  + Dollar Amount Requested
  + Total Project Cost
  + Project Title
  + Project Dates
  + Project Summary
* Program narrative
  + 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?
  + Project Impact
    - Describe the expected impact of your project.
    - Who will the project benefit? Estimate the number of people who are likely to be served.
    - Define the intended demographic to be served (income, race, gender, age, etc.)
  + Implementation Timeline
    - Specify the activities to be undertaken and timeline for implementation
  + Future Plans
    - Is this, or will it become, an ongoing project? If so, describe how you will sustain it in the future.
  + Evaluation
    - Discuss how you will assess and measure the success of the project.
* Organizational Background
  + Briefly describe the purpose and history of your organization and how your organization benefits the community at large.
  + Describe the constituency you serve.
  + Is your organization affiliated with other organizations? If so, which ones?
  + What other organizations in Gladwin County provide the same or similar activities? How is your organization different?
* Personnel
  + Who are the key staff involved in the project? What are their qualifications?
  + Will additional staff be required for the project? If so, please explain.
* Project budget
  + Please provide a comprehensive budget for the project listing all sources of income and detailing expenses.
    - Please specify any funds that have been requested and if they’ve been committed to this project or are pending. Detail the source, amount and either the dates the funds were committed or the date a response is expected if a commitment has not yet been received.
  + Expenses must equal revenues.
  + Please detail exactly how GCCF grant monies will be used.
  + Indicate if any portion of the grant will be sent to a national or other affiliate group.
* Additional narrative (if needed)
* Additional attachments (only those described)
  + List of governing board
  + Current operating budget for your organization
  + Most recent year-to-date financial statement
  + Policy concerning non discrimination
  + Letters of support
    - 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 procedure documents required by your school / district. If your organization is a governmental unit, have your Mayor, Chairperson or highest ranking paid official submit a letter of support for the project.
  + Most recent audit or IRS Form 990

1. When all required fields have been completed and attachments uploaded, submit the grant application through GOApply.

**GLADWIN COUNTY YOUTH ACTION COUNCIL REQUESTS:**

The Gladwin County Youth Action Council is a program of the Gladwin County Community Foundation. GladYAC is comprised of middle and high school aged young people from throughout Gladwin County. Members volunteer their time to evaluate grant proposals and serve their community through various projects.

Any organization interested in applying for a GladYAC grant should contact the Director of Community Impact at the Community Foundation, 989-839-9661.