

Midland Area Community Foundation

Grant Proposal Guidelines



The Midland Area Community Foundation provides philanthropic leadership to strengthen our community by fostering collaboration and giving today and in the future.

The Midland Area Community Foundation (MACF) goes beyond simply making grants that advance charitable activities. We also identify current and emerging issues, help our region prepare for the future, and provide our donors the opportunity to leave lasting legacies. It is for these reasons the community foundations represent one of the fastest-growing areas of philanthropy. When people give back to the community they live in, it makes a lasting impact.

MACF accepts grant proposals from a wide variety of organizations. Because we are unable to fund every proposal that we receive, please be specific when answering all the components of the grant application.

WHAT DOES THE MACF SUPPORT?

The Midland Area Community Foundation provides grants in amounts up to \$40,000 in the 1st, 2nd and 3rd grant cycles and \$50,000 to \$100,000 in the 4th grant cycle, in four major areas of community improvement:

- Building Our Livelihood
- Developing Our Talent
- Caring For Our People
- Enjoying Our Community

Successful grant applications will be able to articulate which of these areas will be benefitted by receiving an MACF grant, and will also use various measures and indicators to illustrate that success. The grant application form will discuss these requirements in greater detail.

MACF serves Midland County, so only projects that have a direct relevance to the people of this geographic area will be considered. We are also only able to provide grants to 501(c)(3) nonprofit organizations, educational nonprofits, and governmental units.

In addition to funding the program or project itself, grant monies may also be used to pay for wages and administrative expenses relevant to the program or project.

Grant applications in the 4th grant cycle will need to emphasize collaboration, may include capacity building, can be multi-year requests, and may also be used to scale up a program showing positive results.

Grants targeting young people are usually handled through the Midland County Youth Action Council (MCYAC) in amounts up to \$10,000. Further information regarding the Council and their process is below.

WHAT DOESN'T THE MACF SUPPORT?

- Basic operating budgets (i.e. operating expenses for the organization as a whole)
- Basic governmental services
- Basic educational functions
- Annual fundraising, events, sponsorships
- Normal office equipment
- 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 MACF grant requests

WHEN ARE THE APPLICATION DEADLINES?

- January 15
- April 15
- July 15 (Note that MCYAC does not accept or review proposals during this cycle)
- October 15

The application and all necessary attachments are due online by 5:00 p.m. of the deadline date. No late applications will be accepted. 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 online through our eGrant system. 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 at midland.egrant.net (note: do not type "www" before this address). Once logged in, you can edit, upload, and save partial applications. Answer all questions completely. Be clear and concise in your responses.
- 3) 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
- Focus Area
 - Choose at least one measurement and outcome
- 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 Midland 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 Overview
 - Focus Area category (Building Our Livelihood, Developing Our Talent, Caring For Our People, Enriching Our Community (Focus Area descriptions on the Grants Offered page of the MACF website).
 - Measures/Indicators used to determine project success (a list of possible measure/indicators is available on the Grants Offered page of the MACF website).
- 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 and Assessment

- Using the measures/indicators you listed in the Project Overview, describe the expected impact of your project.
 - When the project is completed, discuss how you will use those same measures/indicators to determine the success of your project.
 - 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.
- 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 from another funding source and if they've officially 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 MACF 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 below)
 - List of governing board
 - Current operating budget for your organization
 - Most recent year-to-date financial statement
 - Policy concerning non discrimination
 - Letters of support
 - Letters of support submitted to the grantor by people or organizations that approve & support the grantee and the program/project are strongly encouraged.
 - Most recent audit or IRS Form 990

4) If applying to the Midland County Youth Action Council, please be sure to click the MCYAC box.

5) When all required fields have been completed and attachments uploaded, submit the grant application through eGrant.

MIDLAND COUNTY YOUTH ACTION COUNCIL (MCYAC) REQUESTS:

The Midland County Youth Action Council is a program of the Midland Area Community Foundation. MCYAC is comprised of middle and high school aged young people from throughout Midland County. Members volunteer their time to evaluate grant proposals and serve their community through various projects. Further information on MCYAC's application process can be found in the MCYAC Grant Process Document on our website.

GRANT PROCESSES
COMMUNITY INVESTMENT
&
MIDLAND COUNTY YOUTH ACTION COUNCIL (MCYAC)

