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## The Lakeview Area Community Fund

### **Background and General Grant Guidelines**

#### **A BRIEF HISTORY - THE LAKEVIEW AREA COMMUNITY FUND**

In the spring of 2001, interested Lakeview citizens discussed the concept of having a community fund that would provide a future-funding base to enhance the quality of life in the Lakeview area. The group learned that this could easily be done by affiliating with the Greenville Area Community Foundation. The Lakeview group could concentrate on raising funds and making the area aware of this new opportunity to give back to the community and the GACF would be responsible for administrative tasks for a small fund fee. With volunteers agreeing to become the first Advisory Committee – The Lakeview Area Community Fund (LACF) was on its way!

Now twenty-four (24) endowment funds make up the LACF family of funds. They include: the LACF Unrestricted Fund, the Lena Rader Meijer Donor Advised Fund, the Tamarack District Library Fund, the Spectrum Kelsey Hospital Fund, the Bud Martin Family Fund – for the LCWC, and the Lakeview Youth Fund. Scholarship funds include the Rossman Family Scholarship Fund, the Wales Memorial Scholarship Fund, the Kos Memorial Scholarship Fund, the Joe Cook Memorial Scholarship Fund, the Clair & Alice Ellafrits Memorial Scholarship Fund, the Elmer & Mary Coon Performing Arts Scholarship Fund, the Guilfoyle Family Scholarship Fund, the Abby & Todd Molitor Scholarship Fund, the Ken & Aletha Sutherland Family Scholarship Fund, the Bob & Mary Charney Scholarship Fund, the Trufant Area Scholarship Fund, the Lincoln Family Adult Scholarship, the Alfred & Leona Kranz Memorial Scholarship Fund, the Roger Betten Family Scholarship Fund, the Darwin & Ethelda Van Houten Scholarship Fund, the Russell & Louise Hansen Memorial Scholarship Fund and the LCS Calculus Scholarship Fund. A new fund under construction (growing to the \$10,000 min.) is the Lakeview Community Wellness Center Fund. All of these funds will benefit the Lakeview area for years to come.

The Lakeview Area Community Fund aspires to bring together donors, community, and grantees by demonstrating reliability to donors, concern for community and usefulness to grantees. It strives to conduct its grant-making process with openness, mutual respect and trust.

#### **GRANT MAKING**

The grant-making policy of the Lakeview Area Community Fund is to disburse funds to ensure the enhancement of the quality of life in the greater Lakeview community through creative, visionary and issue-sensitive grants. The philanthropic endeavor will be directed to the community's cultural, educational, social, health, environmental and recreational concerns. Within these broad categories established to serve our constituency, the LACF has identified several objectives which proposals should address, including:

- Creative, "cutting edge" programs/projects that address emerging or new community needs.
- Programs/projects that yield substantial community benefits for the resources invested and serve a broad segment of the community.
- Programs/projects that address prevention as well as treatment.
- Programs/projects that increase citizens' commitment to meet community needs through involvement in the development and implementation of solutions.
- Programs/projects that develop self-reliance and character and eliminate dependency.
- Programs/projects that strengthen or support the family.
- Programs/projects that will become self-sustaining without requiring ongoing foundation funds.
- Programs/projects that have a strong possibility for replication, or benefiting other nonprofit organizations facing similar problems.
- Programs/projects that eliminate duplication of services and encourage cooperation within the community.



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#### **NON-PROFIT, TAX EXEMPT CRITERIA**

In general, the LACF accepts grant requests from organizations within the greater Lakeview area. This area has been defined as the Lakeview school district.

Organizations must be recognized (or be in the process of applying for recognition) as a non-profit, tax exempt organization as defined by the Internal Revenue Service to be eligible to apply. The period for grant support is normally one year. The LACF does not usually provide ongoing support to programs. A proposed request may receive partial or full funding or be denied funding.

#### **GRANT CYCLE**

Generally, grants are made once annually in the fall for the following year. Grant proposals may be submitted anytime prior to the deadline. Grant monies available for distribution depend on the amount of the current foundation endowment and the earnings determined by the GACF Spending Policy. (Copies available in the GACF office upon request.)

The LACF Advisory Committee evaluates individual grant applications in search of quality projects with the attributes to succeed; including practicality, good management, efficiency, fiscal integrity and commitment. The LACF views itself as a social investor, funding programs and services that meet worthy objectives and that continue onward after the grant ends.

#### **WHAT'S NOT FUNDED?**

Generally, the Lakeview Area Community Fund does not provide funding for the following:

- Endowments (unless within the LACF)
- Debt retirement
- Annual fund-raising campaigns
- General operating expenses (Special consideration is given to new, innovative programs addressing current identified community needs.)
- Travel for individuals/groups
- Meetings/Conferences
- Sectarian religious programs
- Individuals (except Scholarships)
- Commonly accepted community services already supported by tax dollars.



For more information contact Dallas Lincoln at 989.352.6884 or Amy O'Brien, Director of Grants & Communications for the Greenville Area Community Foundation at [amy@gacfmi.org](mailto:amy@gacfmi.org) or call 616.754.2640.

#### **Mission Statement**

The mission of the Lakeview Area Community Fund is to  
enhance the quality of life in the Lakeview area.

To do this it will attract and hold permanent endowment funds from a wide range of donors, it will make grants directed to the communities cultural, educational, social, environmental, recreational, and health related concerns and it will function as a community leader and catalyst.



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## The Lakeview Area Community Fund

### Grant Application Instructions and Format

#### **DETAILED INSTRUCTIONS**

- Please provide the following information in the order specified & answer each question as completely as possible.
- It's recommended that you use these headings, subheadings and numbers in your own word processing format, thus leaving flexibility for length of response -- or request this application on a disk or as an email attachment.
- The Grant Application Common Cover Sheet as provided should be the first page of the application.
- If you would like suggestions, please submit one (1) copy of the total application for the initial staff review – at least 10 days prior to deadline. Otherwise ...
- Submit ten (10) copies of the final application before the deadline.  
See Grant Guidelines and Grant Procedures for more information.
- Submit to: Lakeview Area Community Fund  
c/o Greenville Area Community Foundation  
101 N. Lafayette, Greenville, MI 48838  
For questions contact Dallas Lincoln at 989.352.6884



#### **FORMAT - THIS APPLICATION MUST INCLUDE:**

##### **A. NARRATIVE**

1. Organization Information
  - Brief statement of organization's mission and goals.
  - Brief summary of organization's history.
  - Brief description of current programs, activities and accomplishments.
2. Purpose of Grant
  - Statement of need to be addressed, description of target population, how they will benefit & number affected.
  - Description of project's goals and objectives (measurable, if possible) and statement as to whether this is a new or ongoing part of the sponsoring organization.
  - Description of how this project meets the mission of the Lakeview Area Community Fund.
  - Plans to accomplish goals and objectives.
  - Timetable for implementation.
  - Other organizations participating in the project and their roles - collaboration.
  - Long-term strategies for funding this project at end of grant period.
3. Evaluation
  - Plans for evaluation including how success will be defined & measured – in detail if budget item.
4. Letters of support to verify project need & collaboration with other organizations. (optional but valuable)

##### **B. BUDGET** - use attached budget template.

##### **C. ATTACHMENTS** - (Need only one copy of the following information attached to your Master Application.)

1. A copy of the current IRS determination letter indicating non-profit, tax-exempt status.
2. List of current governing board members with affiliations.
3. Finances
  - Organization's current annual operating budget, including expenses and revenue.
  - Most recent audited financial statement and most recent IRS Form 990.
4. Annual report, if available.



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**The Lakeview Area  
Community Fund**  
**Grant Application**  
**Cover Sheet**

Date of Application \_\_\_\_\_

Legal name of organization applying \_\_\_\_\_  
(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Name of Program/Project _____	
Purpose of Grant _____ (one sentence) _____	
Amount Requested \$ _____	Total Project Cost \$ _____
Can this program/project survive if it receives partial funding? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date(s) of Project _____	Projected No. of people affected? _____
Contact Person/Title _____	
Address _____	
Phone Number _____	FAX Number _____
E-mail Address(s) _____	Web site _____

List any previous support from LACF in the last 5 years \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you applying to the LYAC's also? \_\_\_\_\_  
(LYAC Lakeview Youth Advisory Council)      (If yes, indicate name of program/project)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Person writing the application/program supervisor/contact person)

Typed Name and Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Head of Organization & /or Board Chair)

Typed Name and Title \_\_\_\_\_



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**The Lakeview Area  
Community Fund**

**Grant Application  
Budget**

The next two pages show listings of standard budget items. Please provide the project budget in this format and in this order.

Program/Project Name _____ Supporting Organization _____ Time period this budget covers _____ Name of person submitting application _____  <b>AMOUNT REQUESTED FROM LACF</b> _____
---

**TOTAL PROJECT REVENUE**

Include a **description and the total amount** for each of the following budget categories, in this order; and please indicate which sources of revenue are committed and which are pending.

	<b><i>Committed</i></b>	<b><i>Pending</i></b>
1. Grants/Contracts/Contributions		
• Local Government	_____	_____
• State Government	_____	_____
• Federal Government	_____	_____
• Foundations (specify)	_____	_____
• Corporations (specify)	_____	_____
• Individuals	_____	_____
• Other (specify)	_____	_____
2. Earned Income - Events (attach description)	_____	_____
3. Publications and Products	_____	_____
4. Membership Income	_____	_____
5. In-Kind Support	_____	_____
6. Other (specify)	_____	_____
<b>TOTAL PROJECT REVENUE</b>	<b>_____</b>	<b>_____</b>



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**The Lakeview Area  
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Grant Application  
Budget**

**TOTAL PROJECT EXPENSES**

Expenses: include a ***description and the total amount***  
for each of the following budget categories, in this order:

Indicate if item is  
included in this  
request with an

- Salaries \_\_\_\_\_
- Payroll Taxes \_\_\_\_\_
- Fringe Benefits \_\_\_\_\_
- Consultants and Professional Fees \_\_\_\_\_
- Insurance \_\_\_\_\_
- Travel \_\_\_\_\_
- Equipment (itemize) \_\_\_\_\_
- Supplies \_\_\_\_\_
- Printing and copying \_\_\_\_\_
- Telephone and Fax \_\_\_\_\_
- Postage and Delivery \_\_\_\_\_
- Rent \_\_\_\_\_
- Utilities \_\_\_\_\_
- Maintenance \_\_\_\_\_
- Evaluation \_\_\_\_\_
- Marketing \_\_\_\_\_
- Other (specify) \_\_\_\_\_

**TOTAL PROJECT EXPENSE** \_\_\_\_\_

**TOTAL AMOUNT REQUESTED  
FROM THE LACF** \_\_\_\_\_