

## **Background and General Grant Guidelines**



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### **A BRIEF HISTORY - THE MONTCALM PANHANDLE COMMUNITY FUND**

The Montcalm Panhandle Community Fund began in December of 1999 with a modest goal of raising \$5,000 to get the fund started. Since that time fund assets have grown to more than \$205,000 as of October 2013. Local fund leaders hope to continue to build the fund so regular annual grants can continue to be awarded to the community.

In 2005 the first scholarship fund was started, and since then four new scholarship funds were created. The Pease Scholarship Fund awards the Pease Insurance Wrestling Scholarship as well as the Cheryl Pease Scholarship each year to students from the Tri County Area School District. New scholarship funds include the Randall L. Fisher Scholarship Fund, the Kyle Boss Memorial Aviation Scholarship Fund, the Dorothy Ravell Memorial Music Scholarship Fund, the SETC Scholarship Fund, and the Montcalm County Panhandle Area Chamber of Commerce Robert M. Alger Scholarship Fund. The other fund within the Montcalm Panhandle Community Fund's family of funds is the Unrestricted Fund which can be used to meet any needs in the area.

The Montcalm Panhandle Community Fund is working diligently to strengthen and expand its base of leadership and of donors in the four-township area in which it serves. Presently, the four-member board of directors consists of Richard Pease, Barb & Bill Rollins, and Fred C. Plath. Interested members of the community are welcome to join the board. Contact Fred Plath.

### **GRANT MAKING**

The grant-making policy of the Montcalm Panhandle Community Fund is to disburse funds to ensure the enhancement of the quality of life in the Montcalm County panhandle area 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 MPCF 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 MPCF accepts grant requests from organizations in Reynolds, Winfield, Pierson, and Maple Valley Townships and their communities.

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 MPCF 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 our lead foundations (GACF) Spending Policy. (Copies available in the GACF office upon request.)

The MPCF 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 MPCF 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 Montcalm Panhandle Community Fund does not provide funding for the following:

- Endowments (unless within the MPCF)
- Debt retirement
- Annual fund-raising campaigns
- General operating expenses (Special consideration is given to new, innovative programs addressing current identifiable 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 Fred Plath at 231.937.6758 or Richard Pease at 231.937.4141 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 Montcalm Panhandle Community Fund is to enhance the quality of life in the four township area that comprises the panhandle of Montcalm County. This includes the townships of Reynolds, Winfield, Pierson, and Maple Valley, and the communities therein. This will occur through the awarding of grants from permanently endowed funds.

## **Grant Application Instructions and Format**

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### **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 to the Greenville Area Community Foundation for the initial staff review - at least 10 days prior to deadline. Otherwise,
- Submit five (5) copies of the final application before the deadline.  
*See Grant Guidelines and Grant Procedures for more information.*
- Submit to: Montcalm Panhandle Community Fund, P.O. Box 596,  
Howard City, MI 49329  
For questions contact Richard Pease at 231.937.4141



### **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 Montcalm Panhandle 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.  
**NEW - If you are a Type III Supporting Organization we will need a letter to that effect as well.**
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. A copy of most recent Annual Report if available.

**Grant Application**  
**Cover Sheet**



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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 MPCF in the last 5 years \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_



**Grant Application**  
**Budget**



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**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	_____	<input type="checkbox"/>
Payroll Taxes	_____	<input type="checkbox"/>
Fringe Benefits	_____	<input type="checkbox"/>
Consultants and Professional Fees	_____	<input type="checkbox"/>
Insurance	_____	<input type="checkbox"/>
Travel	_____	<input type="checkbox"/>
Equipment (itemize)	_____	<input type="checkbox"/>
Supplies	_____	<input type="checkbox"/>
Printing and copying	_____	<input type="checkbox"/>
Telephone and Fax	_____	<input type="checkbox"/>
Postage and Delivery	_____	<input type="checkbox"/>
Rent	_____	<input type="checkbox"/>
Utilities	_____	<input type="checkbox"/>
Maintenance	_____	<input type="checkbox"/>
Evaluation	_____	<input type="checkbox"/>
Marketing	_____	<input type="checkbox"/>
Other (specify)	_____	<input type="checkbox"/>

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

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