



# GRANT APPLICATION

## First some background information ....

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### COMMUNITY FOUNDATIONS

A community foundation is a publicly supported philanthropic institution governed by a board of private citizens chosen to be representative of the public interest and for their knowledge of the community. The foundation administers a union of many gifts, bequests, estates or parts of estates contributed as endowments. The earnings from the endowments are used to fund charitable programs, agencies, and institutions important to the well being of the residents of that community. Foundations share a common promise and premise--that the intentions of the donor to the local community foundation will always and forever be translated into meaningful charitable purposes.

### A BRIEF HISTORY - THE GREENVILLE AREA COMMUNITY FOUNDATION

In the fall of 1988, the Mayor and the City Manager of Greenville discussed the concept of a foundation, including the need to have a future-funding base to enhance the quality of life in the Greenville area. During the summer of 1989 a check was presented to the Mayor to act as a "start up" fund to cover some legal fees. The Greenville Area Community Foundation was on its way! The first board meeting was held in August of 1989 with representatives from the city, township, Chamber of Commerce, and Creative Arts Council. The year 1990 was spent learning how to be a foundation, organizing and getting acquainted. In the fall of 1990, a very successful fund-raising campaign was organized and well over \$100,000 was raised due to the philanthropic attitude and understanding of the community residents and local business people.

The current foundation Board of Trustees consists of fifteen (15) members. All serve without compensation and are selected because of their broad experience in local business and civic affairs. Foundation officers include Chair, Vice-Chair, Secretary / Treasurer. The staff consists of a paid President / CEO, a Director of Grants and Communications, a FIMS Administrator / Administrative Assistant and an Asst. Director of Development & Operations. The Board meets at least six times a year, and tries to plan a couple events each year - to focus on grantees and honor donors, as well as to acknowledge significant highlights of the year.

The Foundation's market value is currently over \$28,500,000. Monies available for distribution come from prior year's earnings on the endowment. Since the beginning, GACF has awarded over \$11,000,000 back to the community. Details on grants awarded over the years are available from the foundation staff.

### Mission Statement

The mission of the Greenville Area Community Foundation is to enhance the quality of life in the Greenville area.

To do this it will attract and hold permanent endowment funds from a wide range of donors,  
It will manage these funds to assure safety and growth,  
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.



**Greenville Area**

community foundation

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# The Greenville Area Community Foundation

## Grant Application Procedures

- ◆ The Greenville Area Community Foundation staff is available for assistance at any time while completing the initial grant application. Please allow at least 10 days before the deadline if you would like the staff to review the application for the first time before making copies for submittal. At this point the applicant may be asked to provide further clarification, documentation and/or editing as needed. It is important to note that the board of trustees does not review the application at this time for the possibility of receiving a grant and any contact from the staff does not indicate possible approval or disapproval of the application.
- ◆ For final submission of the application, at least 16 copies of the body of the application must be turned in to the office. It's only necessary to submit one copy of the formal organizational information (as indicated in the section about attachments). That material will be kept on file in the GACF office for the trustees to review if necessary. For further questions regarding the formal organizational information, contact the GACF office at 616.754.2640.
- ◆ After filing an application, personal interviews or individual contact with the members of the Board of Trustees is discouraged. Any discussion or indication of interest initiated by a Trustee, or GACF staff member prior to or after submission of a request shall not be construed as a commitment in support of the request.
- ◆ At the October or April Board of Trustees meeting, the full board will review the applications and accept or reject each based on the established criteria and guidelines as to what purposes, projects, community organizations, etc. may receive foundation grants. At the November or April Board meeting, the applications in compliance with the GACF criteria are reviewed and then voted on for grant approval or denial. Applicants may be asked by the Board to make a personal presentation on their respective application at this meeting. Full or partial grant funding and challenge or matching grants may be awarded.
- ◆ The Greenville Area Community Foundation will publicly announce the recipients of the grants for the following year soon after the decision is made. Each recipient will be expected to have a representative participate in any public relations activity that is planned. This may include but will not be limited to sending a representative to or setting up a display at any GACF sponsored event that may be held.
- ◆ The foundation appreciates recognition of its grants through the organization's press releases, on plaques placed at agencies, or announcements in other types of written material. However, foundation trustees, staff and volunteers cannot accept gifts, plaques or gratuities.
- ◆ In November or April each organization awarded a grant will receive a grant agreement and other instructions on how to receive grant payment from the GACF. No payments will be made until the grant agreement is signed and returned to the GACF office. Also, grant payments will not be made before January 1<sup>st</sup> of the following year for the fall cycle or until documentation has been received indicating that the expense has occurred. Grants awarded in the spring cycle can be paid out immediately and are typically based on a school calendar year.
- ◆ A Grant Final Report Form will need to be submitted before an organization will be considered for the next grant cycle.



# The Greenville Area Community Foundation

## Grant Application Instructions & Format

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Please follow these directions exactly or  
your application may be returned.

### Detailed Instructions

- Please provide the following information in the order specified & answer each question as completely as possible.
- You must use these headings, subheadings and numbers.
- The Grant Application Cover Sheet as provided must 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 sixteen (16) copies of the final application before the deadline.  
See Grant Guidelines and Grant Procedures for more information.
- Submit to: Greenville Area Community Foundation  
101 N. Lafayette, Greenville, MI 48838  
For questions or comments: Phone 616.754.2640 or Email: [amy@gacfmi.org](mailto:amy@gacfmi.org)

### FORMAT - THIS APPLICATION MUST INCLUDE (in this order):

#### A. COVER SHEET

#### B. 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 program or project including 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 program or project meets the mission of the GACF.
  - Plans to accomplish goals and objectives.
  - Timetable for implementation.
  - Other organizations participating in the project and their roles – evidence of 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)

#### C. BUDGET - use attached budget template.

#### D. 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 and a copy of most recent Annual Report.
3. Finances
  - Organization's current annual operating budget, including expenses and revenue.
  - Most recent audited financial statement and most recent IRS Form 990.



# GREENVILLE AREA COMMUNITY FOUNDATION

## Grant Application COVER SHEET

This form must be the first page  
of your application.

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?  Yes  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 GACF in the last 5 years \_\_\_\_\_

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

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

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Head of Organization)

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



# GREENVILLE AREA COMMUNITY FOUNDATION

## Grant Application BUDGET

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

Program/Project Name \_\_\_\_\_

Supporting Organization \_\_\_\_\_

Time period this budget covers \_\_\_\_\_

Name of person submitting application \_\_\_\_\_

**AMOUNT REQUESTED FROM GACF** \_\_\_\_\_

### 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.

	<i>Committed</i>	<i>Pending</i>
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>

**TOTAL PROJECT EXPENSES**

Expenses: include a *description and the total amount* for each of the following budget categories in this order: (attach at least 2 competitive quotes for equipment/supplies)

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"/>
<b>TOTAL PROJECT EXPENSE</b>	<b>=====</b>	

**TOTAL AMOUNT REQUESTED FROM THE GACF** **=====**