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# GRANT APPLICATION

## *Introduction*

*RE: Requests for items or pieces of equipment.*

### 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.

### NON-PROFIT, TAX EXEMPT CRITERIA

In general, the foundation accepts grant requests from organizations within the greater Greenville area. This area has been defined as containing the City of Greenville, Montcalm County and the surrounding un-incorporated areas of Kent and Ionia counties.

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

### GRANT CYCLE

There are two grant cycles each year. The general grant decision is made each fall. A special educationally focused grant cycle is held in the spring. Only requests from the schools or from organizations that have a strong educational component should apply in the spring. All other requests should apply in the fall. 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.)

### WHAT'S NOT FUNDED?

Generally, the Greenville Area Community Foundation does not provide funding for the following:

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

*Note: The GACF Board reserves the right to adjust grant criteria based on extenuating circumstances at any given time.*

Contact Amy O'Brien at the GACF office if questions – 616.754.2640 or email [amy@gacfmi.org](mailto:amy@gacfmi.org)

***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.



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# GREENVILLE AREA COMMUNITY FOUNDATION

## GRANT APPLICATION PROCEDURES

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- ◆ 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 March 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 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 December or April each organization awarded a grant will receive an award letter, 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.



# 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 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 first page of the application must be the Grant Application Cover Sheet as provided.
- If you would like suggestions, please submit one (1) copy of the application for staff review - at least 10 days prior to deadline. Otherwise,
- Submit sixteen (16) copies of the final application before the deadline.  
See 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:**

#### **A. NARRATIVE**

1. Organization Information
  - Brief statement of organization's mission, goals, history, current activities & accomplishments.
2. Purpose of Grant
  - Statement of need and specifics about exactly what the grant would support.
  - Description of target population, how they will benefit & number affected.
  - Description of how this project meets the mission of the Greenville Area Community Foundation.
  - Timetable for implementation.

#### **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.



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# 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)

Item or Piece of Equipment Requested \_\_\_\_\_

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 Purchase \_\_\_\_\_ 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 \_\_\_\_\_

Are you applying to the YAC's also? \_\_\_\_\_

(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)

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



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# GREENVILLE AREA COMMUNITY FOUNDATION

## GRANT APPLICATION BUDGET

*Use for items or pieces of equipment.*

*Please provide the item/equipment budget in this format & order.*

Item/Project Name \_\_\_\_\_

Organization \_\_\_\_\_

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

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

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

### ITEM/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		
• Specify	_____	_____
2. In-Kind Support	_____	_____
3. Other (specify)	_____	_____
<b>TOTAL PROJECT REVENUE</b>	=====	=====

### ITEM/ PROJECT EXPENSE

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

Equipment (itemize)	_____	<input type="checkbox"/>
Supplies	_____	<input type="checkbox"/>
Maintenance	_____	<input type="checkbox"/>
Other (specify)	_____	<input type="checkbox"/>

**TOTAL ITEM/PROJECT EXPENSE** \_\_\_\_\_

**TOTAL AMOUNT REQUESTED** \_\_\_\_\_