GRANT APPLICATION INSTRUCTIONS

- Provide the following information in the order specified.
- Your format must use the headings, subheadings and bullet points outlined below.
- The Grant Application Cover Sheet, as provided, must be the first page of the application (do not include the procedures & instructions).
- Submit 1 printed copy of the completed application (with attachments) and submit 1 emailed copy of the completed Excel budget template to amy@gacfmi.org.
- Submit to: Greenville Area Community Foundation
  101 N. Lafayette, Greenville, MI 48838
- For questions: Phone: 616.754.2640  Email: amy@gacfmi.org

FORMAT

COVER SHEET – (as provided)

ORGANIZATIONAL INFORMATION
1. Provide a brief statement of your organization’s mission, history and goals.
2. Provide a brief description of current programs, activities and accomplishments.

PROJECT INFORMATION
1. Describe the specific need your project/program will address.
2. Describe your project and how it will address the need.
3. Describe the specific, measurable outcomes of this project/program.
4. Describe the timeline for your project, including a timetable for implementation.
5. Name your primary program partners which have confirmed participation with you in this project (if applicable). Provide the name and contact information of your contact person for each partner.
6. Acknowledge similar existing projects or agencies, if any, and explain how your agency or project differs, and what, if any, effort will be made to work collaboratively.
7. Identify your long-term strategy for sustaining/funding this project at the end of the grant period.
8. Detail plans for evaluation including how success will be defined and measured.

BUDGET – (use the EXCEL budget template on the GACF website & email it to amy@gacfmi.org)

ATTACHMENTS
1. Provide a copy of the current IRS determination letter indicating your organization’s nonprofit, tax-exempt status.
2. Provide a list of current administrative staff and board members with affiliations.
3. Finances
   - Organization’s current annual operating budget
   - Organization’s most recent IRS Form 990
   - If your organization is required to have an audit, attach your most recent, audited financial statements.
4. Provide a copy of most recent Annual Report (if available).