GRANT APPLICATION PROCEDURES & INSTRUCTIONS

COMMUNITY FOUNDATIONS
A community fund or 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, or 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 the 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. The Montcalm Panhandle Community Fund (MPCF) is affiliated with the Greenville Area Community Foundation (GACF).

APPLICATION PROCEDURES
− On behalf of the MPCF, the GACF staff is available for assistance at any time during the grant application process.

− After filing an application, you may be contacted by a GACF staff member or member of the MPCF Advisory Committee for follow-up information. Any discussion or indication of interest initiated by either prior to or after submission of a request shall not be construed as a commitment in support of the request.

− The full MPCF Advisory Committee 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. The GACF Board of Trustees is asked to support that recommendation.

− Each organization awarded a grant will receive a grant agreement and other instructions on how to receive a grant payment from the GACF on behalf of the MPCF.

− MPCF appreciates recognition of its grants through the organization’s press releases, on plaques placed at agencies, in other types of written material and on social media.

− A Grant Final Report Form will need to be submitted before an organization will be considered for the next grant cycle.
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: Montcalm Panhandle Community Fund
c/o 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/program and how it will address the need.
3. Describe the specific, measurable outcomes of this project/program.
4. Describe the timeline for your project/program, including a timetable for implementation.
5. Name your primary project/program partners which have confirmed participation with you in this project/program (if applicable). Provide the name and contact information of your contact person for each partner.
6. Acknowledge similar existing projects/programs or agencies, if any, and explain how your agency or project/program differs, and what, if any, effort will be made to work collaboratively.
7. Identify long-term strategies for sustainability of this project/program 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/LACF 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)