

# Community Foundation for Delta County



## Youth Advisory Committee

2420 1<sup>st</sup> Avenue South

Escanaba, MI 49829

Phone: 906-786-6654 Fax: 906-786-9124 E-mail: [Office@cfup.org](mailto:Office@cfup.org)

### Information for Grant Applicants

A non-profit organization seeking a grant must complete the attached application and return it and required copies to the Foundation. The application consists of:

- A. Grant Application Cover sheet,
- B. Information requested on Narrative form,
- C. Grant budget,
- D. Copy of IRS determination letter indicating 501 (c)(3) or other non-profit status,
- E. Letter(s) of support, which verify project need and collaboration with other organizations.
- F. Please specify Youth involvement in the project, these applications will be given priority by the Youth Advisory Committee.

**A COMPLETED ORIGINAL WITH FOUR (4) COPIES ALONG WITH ALL REQUESTED ITEMS LISTED ABOVE MUST BE SUBMITTED. FAILURE TO SUBMIT ANY PART OF THE GRANT REQUIREMENTS MAY DISQUALIFY YOUR APPLICATION.**

### Grant Amounts

Grants will normally not exceed \$2000\*. Applicants may request any amount; however, the full board of trustees of the CFFDC must approve both the higher amount as well as the grant itself.

\*Note: \$2,000 total includes Youth Advisory Committee and Adult Grants Committee.

### Due Dates for Applications

Grant applications are due on April 1<sup>st</sup> and October 1<sup>st</sup> (or the first business day after, if the 1<sup>st</sup> falls on a weekend). In fairness to those submitting applications on time late applications will not be considered.

### How long does the grant decision process take?

The grant committee meets within the month after the due date. The decisions of the committee must be approved by the CFFDC Board of Trustees at their monthly meeting. Applicants will be notified, via mail, on whether or not their grant request has been approved, usually within 10 days of May and November.

### Who may apply for a grant?

1. YAC has a commitment to the people of the Delta County area. Grants are only given to projects which will benefit Delta County area residents or which will meet a general community need.
2. Grants are made only to non-profit organizations, including subdivisions of government, exempt from federal taxation, your Federal I.D. # is required on grant application.
3. Grants must be used for charitable purposes.
4. Grants are generally not made to individuals, except for scholarships via charitable organizations.
5. No grants may be used for any political campaign or to support attempts to influence any governmental body other than through making publicly available the results of nonpartisan analysis, study or research.
6. Grants are usually given one time only, for specific purposes with the understanding that the Foundation has no obligation or commitment to provide any additional support to the grantee. No project will be funded more than once over a 12-month period.
7. **The Foundation does not fund operating expenses, including personnel.**
8. The Foundation operates without discrimination as to age, race, religion, disability, sex or national origin in the consideration of grant requests, and will award grants only to grant seekers, which do not discriminate.

**YAC**  
**A. 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).*

**Federal I.D. #** \_\_\_\_\_

Year Founded: \_\_\_\_\_

Current Operating Budget: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Phone number: \_\_\_\_\_

Contact Person/Title/Phone Number: \_\_\_\_\_  
*(If different from Executive Director)*

Principal Address of Administrative Office: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Purpose of Grant: \_\_\_\_\_

\_\_\_\_\_

Dates of the Project: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

**List any previous support from received in the last 5 years:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*(Signature, President, Director or Administrator) (Date)*

\_\_\_\_\_  
*(Signature, Youth Participant)\* (Date)*

\_\_\_\_\_  
*(Type Name and Title)*

\_\_\_\_\_  
*(Type Name and Title)*

\_\_\_\_\_  
*(Signature, Project Director) (Date)*

\* If grant is for Youth, please explain clearly in your narrative the youth involvement in the project and in the grant writing process.

\_\_\_\_\_  
*(Type Name and Title)*

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### B. Grant Application --- NARRATIVE

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*Please provide the following information in the order given.*

This narrative should briefly explain why your organization is requesting this grant, what outcomes you hope to achieve and on what you will spend the grant funds. **Please do not exceed 2 pages.**

This summary should include:

- Statement of needs/problems to be addressed.
- Description of target population and how they will benefit.
- If youth are targeted, it is **very** helpful if they take part in planning, grant writing, etc. If targeted youth do not take part in the process, please explain why not.
- If youth are not specifically targeted, are youth involved in the project? How?
- Description of the active involvement of the target population in defining problems to be addressed, making policy and planning the program.
- Description of project goals and objectives (measurable, if possible) and a statement as to whether this is a new or ongoing part of the sponsoring organization.
- Plans to accomplish goals and objectives.
- Timetable for implementation.
- Who are the other partners in the project and what are their roles?
- Long-term strategies for funding this project if it is to continue past the grant period.
- Plans for evaluation. This should explain how success will be defined and measured. Include impact on participants and/or the community in your evaluation.
- Description of how the grantee organization will publicize the grant to help bring in new donors to the foundation.

In addition, please submit the following information about your organization. **(If you have submitted this information on a prior grant application, you need not include it here).** **Please do not exceed 1 page.**

- A brief summary of your organization's history.
- It's mission and goals.
- A description of current programs, activities and accomplishments.
- A list of your board of directors with affiliations.

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## C. Grant Budget Format

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*Below is a listing of standard budget items. Please provide the budget only for the project for which you seeking a grant.*

- A. Organizational fiscal year: \_\_\_\_\_  
 B. Time period this budget covers: \_\_\_\_\_  
 C. Expenses: include amounts (1) to be used from this grant (2) for the total project.

<u>Expense</u>	<u>Grant Amount Requested</u>	<u>Total Project</u>
Salaries, Taxes, Benefits	<b>Not Funded Thru Grant</b>	\$ _____
Professional Fees	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Printing, Copying, Supplies	\$ _____	\$ _____
Telephone and Fax	\$ _____	\$ _____
Postage and Delivery	\$ _____	\$ _____
Rent and Utilities	\$ _____	\$ _____
Evaluation	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____

**Total Amount Requested:** \$ \_\_\_\_\_ **Total Project Expenses** \$ \_\_\_\_\_

Revenue: Please indicate which sources of revenue are committed and which are pending.

	<u>Committed</u>	<u>Pending</u>
1. Grants/Contracts/Contributions		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations (itemize)	\$ _____	\$ _____
Corporations (itemize)	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
2. Earned Income	\$ _____	\$ _____
Events	\$ _____	\$ _____
Publications and Products	\$ _____	\$ _____
3. Membership Income	\$ _____	\$ _____
4. In-Kind Support	\$ _____	\$ _____
5. Other (specify)	\$ _____	\$ _____
6. <b>Total Revenue</b>	<b>\$ _____</b>	<b>\$ _____</b>