

Community Foundation for Delta County



**Youth Advisory Committee
2420 1st Avenue South, Suite 101
Escanaba, MI 49829**

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Information for Grant Applicants

A non-profit organization seeking a grant from YAC must complete the attached application and return it and eight (8) 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.**

**AN ORIGINAL AND EIGHT (8) COPIES OF ALL REQUESTED ITEMS MUST BE SUBMITTED.
FAILURE TO SUBMIT REQUIRED COPIES DISQUALIFIES APPLICATION.**

Grant Amounts

Grants from YAC 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 semi-annually on **April 1st** and **October 1st** (or the first business day after, if the 1st 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 YAC 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 after the Board of Trustees meeting.

Who may apply for a grant?

1. The 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. (Federal I.D. # _____) required.
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 Grant Application --- COVER SHEET

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 this Community Foundation 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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Board Action: Approved _____ Denied _____ Date: _____
Amount _____ Fund _____ Interest Code _____ Request Type Code _____

B. Grant Application --- NARRATIVE

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.

Basic guidelines when applying for a YAC Grant should include:

1. Does your grant fill an unmet need? YAC looks favorably upon grants which provide new or sustained opportunities for youth in our community.
2. Is your target population well defined? Who will your grant affect? How many? In what ways? YAC generally looks favorably upon projects that serve a large audience of youth; however, a well-defined quality projects that benefits a smaller audience will be considered.
3. Does your grant-writing process involve youth? Can you show that youth have a vested interest in the project? YAC looks favorably upon grants that include letters of support by youth, surveys, or evidence of youth focus groups. ***Ideally***, projects initiated and grants written by youth themselves are preferred.
4. Does your project have community support? Do you have letters of support showing direct relevance to the project? come from variety of stakeholders? and author's own involvement or the impact this project will have on them or their organization.
5. Are partnerships and collaborations with other individuals or organizations described in your grant? What community resources will be involved in the project and how? YAC looks favorably upon projects that bring multiple organizations and people together for a common goal.
6. Is your project self-sustaining? YAC guidelines state they can only fund a specific project once. Continual grant requests for the same projects will not be funded.
7. Is your project goal well defined? YAC looks favorably upon definitive grant request that shows adequate detail toward the project.
8. Is your grant budget well defined? As described in the YAC grant application Section C. Grant Budget Format. Be particularly specific in the line item labeled "Other (specify)".
9. YAC does not fund operating expenses, personnel salaries or transportation for field trips. However, will consider registration or admission fees.
10. Have you made other attempts to secure additional sources of funding? YAC looks favorably upon projects where the stakeholders have pursued other funds such as through fundraisers, donations, or other grants.
11. Is your grant clearly written and legible? YAC welcomes visual aids relevant to the project that enhances the committee's understanding of the grant, such as photographs, pamphlets, or other *non*-electronic aids.
12. 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.

C. GRANT BUDGET FORMAT

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	Not Funded Thru Grant	\$ _____
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. Total Revenue	\$ _____	\$ _____