

Alger Regional Community Foundation
P.O. Box 39
Munising, MI 49862
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Information for Grant Applicants

A non-profit organization seeking a grant from the Alger Regional Community Foundation must complete the application and return it and five (5) 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.**
- G. "Grants are made only to non-profit organization INCLUDING Subdivisions of government, churches etc... that are exempt from federal taxation".

**AN ORIGINAL AND FIVE COPIES OF ALL REQUESTED ITEMS MUST BE SUBMITTED.
FAILURE TO SUBMIT REQUIRED COPIES DISQUALIFIES APPLICATION.**

Grant Amounts

Grants from the Foundation will normally not exceed \$ 2,500.00. Applicants may request any amount; however, the full Board of Trustees of the Foundation must approve both the higher amount as well as the grant itself. Amount of funds requested in a proposal may be reduced by the recommendation of the Grant Committee.

Due Dates for Applications

Grant applications are due no later than the published deadline according to the list of available funds. In fairness to those submitting applications on time, late applications will not be considered.

How long does the grant decision process take?

The grant committees usually meet within the month after the application due date. The decisions of the committees must be approved by the Board of Trustees at their monthly meeting. Applicants are normally notified of the decision on their grant by the end of the month the grants are approved by the board.

Who may apply for a grant?

1. The Foundation has a commitment to the people of Alger County. Grants are only given for projects which will benefit Alger County 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. Requests for support of projects presented by religious organizations will be considered if a general need is being met, and the project does not promote the teachings of a particular church denomination.
6. 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.
7. 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.
8. **The Foundation does not fund operating expenses, including personnel.**
9. 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 organizations which also do not discriminate.

ALGER REGIONAL COMMUNITY FOUNDATION

Guidelines for Grant Applicants

FOUNDATION MISSION

The Alger Regional Community Foundation (ARCF) provides support to Alger County nonprofit organizations for quality of life enhancement programs through the building and growth of permanent endowment funds from a wide range of donors. We focus our granting on community needs - enhancing opportunities in the areas of charity, education, health, culture, environment, recreation, youth and social welfare. We provide for the future of ARCF by passing our knowledge and skills to the next generation through our Youth Advisory Committee. All grant proposals in the context of this commitment will be considered.

FOUNDATION PRIORITIES

- In reviewing applications, ARCF follows its mission to meet the needs of Alger County. Consideration will be given to:
 - The potential impact of the request and the number of people who will benefit
 - Projects or activities that are preventative rather than remedial
 - An imaginative and experimental approach
 - Local volunteer involvement and support for the project
 - How the applicant works with or complements other community organizations in an attempt to eliminate duplication of services
 - The possibility of using the grant as seed money for matching funds from other sources
 - The ability to obtain additional funding to implement the project
 - The ability to provide ongoing funding after the grant has expired
 - The fulfillment of perceived community need

The Foundation will NOT typically make grants for the following, unless designated by a donor:

- Capital campaigns
- Existing obligations, debts or liabilities
- Endowments
- Individuals
- Fundraising campaigns

APPLICATION PROCESS

The application pages are below – please read through the directions carefully and provide as much information as possible. Applications are due by the published date deadline according to the list of funds available. Applications should be mailed to: Alger Regional Community Foundation, P.O. Box 39, Munising, MI, 49862. Applications are screened by staff for completeness and compliance with ARCF requirements. Additional information may be requested or a site visit may be done. Proposals are then reviewed by the ARCF's Grant Review Committee and/or the Youth Advisory Committee. Final approval of grants is made by the ARCF's Board of Trustees.

A. 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. # _____ (Do not supply IRS letter.)

Year Founded: _____

Current Operating Budget: \$ _____

Executive Director: _____

Phone Number and Email: _____

Contact Person/Title: _____
(If different from Executive Director)

Phone Number and Email: _____

Principal Address of Administrative Office: _____

City/State/Zip: _____

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)

(Type Name and Title)

(Signature, Project Director) (Date)

(Type Name and Title)

(Signature, Youth Participant) (Date)*

(Type Name and Title)

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

FOR OFFICE USE ONLY

Board Action: Approved _____ Denied _____ Date: _____
Amount _____ Fund _____

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.**

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

Please also submit the following information about your organization, if you have not already done so on a previous grant application. **Please do not exceed 1 page.**

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

C. Grant Application --- GRANT BUDGET FORMAT

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

A. Organizational Fiscal Year: _____

B. Time period this budget covers: _____

C. Expenses: include amounts (1) to be used from this grant and (2) for the total project:

	Grant Amount Requested	Total Project Expense
Salaries, Taxes, Benefits	Not funded Thru Grant	\$ _____
Professional Fees	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Printing, Copying, Supplies	\$ _____	\$ _____
Telephone & Fax	\$ _____	\$ _____
Postage & Delivery	\$ _____	\$ _____
Rent & Utilities	\$ _____	\$ _____
Evaluation	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
Totals:	\$ _____	\$ _____

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

	Committed	Pending
Grants/Contracts/Contributions		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations (itemize)	\$ _____	\$ _____
Corporations (itemize)	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
Earned Income		
Events	\$ _____	\$ _____
Publications & Products	\$ _____	\$ _____
Membership Income	\$ _____	\$ _____
In-Kind Support	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
Totals:	\$ _____	\$ _____