



Grant Application Coversheet

Date of Application: _____
Tax Exempt ID#: _____

Amount Requested: _____
Total Project Cost: _____

Name of Applying Organization: _____

Contact Information for Applying Non-Profit Organization	Contact Information for Fiscal Agent (if applicable*)
Contact Person:	Contact Person:
Title:	Title:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone/Fax:	Phone/Fax:
E-Mail Address:	E-Mail Address:

Project Name: _____

Purpose of Grant (one sentence only): _____

Project Beginning and Ending Dates (if applicable): _____

Select One Program Area	Select One Sub-Program Area (if applicable)
Arts/Culture	Arts/Culture
Educational	Educational
Health (Medical, Mental, Dental)	Health (Medical, Mental, Dental)
Employment	Employment
Food/Nutrition	Food/Nutrition
Housing/Shelter	Housing/Shelter
Sports/Leisure/Recreation	Sports/Leisure/Recreation
Youth Development	Youth Development
Human Service	Human Service
Community Development	Community Development
Other (define)	Other (define)

Signature of Applicant

Signature of Fiscal Agent (if applicable)

Print Name and Title Above

Print Name and Title Above

*Fiscal agent must accept responsibility for charitable use of grant dollars and accounting of the same.



Grant Application

Responses to the following sections must be provided in four pages or less. For your convenience, you may request this application be sent to you by e-mail in Word format, please contact the office at amaniez@gratiotfoundation.org or at (989)875-4222. Otherwise, the application may be typed or legibly hand printed. The Distribution Committee will give attention to the seriousness of the need, adequacy of the proposed action, degree of potential benefit to community, and capability of the organization and its personnel to achieve expected results.

1. **Mission Statement** (Describe the general objectives of the applying organization, year founded and current operating budget.):

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2. **Introduction** (What qualifications and experience does the applicant possess? Document past program accomplishments and show evidence of client and community support. How does this project relate to the organization's purposes and goals?):

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3. **Summarize the project proposal** (Identify the project's objectives and proposed strategy for achieving them.):

4. **Needs Statement** (Define and document the need or issue which the applicant seeks to address. Are you aware of other organizations providing the same or similar services? If so, how would your program differ or supplement those services?):

5. **Activities** (Describe the sequence of activities needed to accomplish program objectives. Include a time line or milestone chart if appropriate. Explain why this is the best approach to achieve program objectives.):

6. **Program Outcomes** (Describe the predicted outcomes of the grant in measurable terms, including number of people served. List anticipated short, intermediate and long-term impacts resulting from this program?):

7. **Outcome Measurement** (Describe the methods you will use to measure the progress and ultimate success of the proposed project.):

8. **Project Budget** (Present a line-item budget of project costs. Once approved for funding, any material modification to this budget as it relates to the use of grant dollars must be approved by the Foundation):

Total Project Cost: \$ _____ Total Amount Requested: \$ _____

9. **Funding Plan** (Describe other funding sources available for this project and identify whether they are committed or potential sources. If this is an ongoing project, how will the applicant support it in the future? If the Foundation awards less than the full amount requested, what impact will that have on the program as outlined?):

The following must be provided for grant consideration*:

1. The completed (unbound) application, mailed to Gratiot County Community Foundation, P.O. Box 248, Ithaca, MI, 48847, *postmarked* on or before the February 1st, June 1st or October 1st deadline;
2. The following **must** be attached to the application:
 - a. A membership list of the applying organization's governing board;
 - b. Letters of support for the program [Include at least one letter from another official (Department Head, Board President, Principal, etc.) within your organization and no more than three other letters to demonstrate community support.]; and
 - c. A copy of the IRS determination letter confirming 501(c)(3) tax status (if other than school, church or government agency).

A copy of the most recent audited financial statement for the applying organization **may be requested during the application review process.*