



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:	Phone:
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	
	Arts/Culture
	Educational
	Health (Medical, Mental, Dental)
	Public Safety
	Food/Nutrition
	Housing/Shelter
	Sports/Leisure/Recreation
	Youth Development
	Human Service
	Community Development
	Other (define)

Non-Discrimination:
 GCCF does not make discretionary grants to organizations that discriminate on the basis of ethnicity, race, age, gender identity, sexual orientation, religion, economic circumstance, physical/mental abilities and characteristics, marital status, or membership in another legally protected group, all in accordance with applicable federal, state and local laws. Our policy is not designed to deny grants to organizations that serve specifically defined populations.
Does your organization comply with this policy?
 YES or NO

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.

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 and Introduction** (Describe the general objectives of the applying organization and current operating budget.):

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

3. **Summarize the Project Proposal and Activities** (Identify the project's objectives and proposed plan for achieving them. Describe the sequence of activities needed to accomplish program objectives. Include a timeline or milestone chart if appropriate. Explain why this is the best approach to achieve program objectives.):

4. **Program Outcomes and Outcome Measurement** (Describe the predicted outcomes of the grant in measurable terms, including number of people served. Describe the methods you will use to measure the progress and ultimate success of the proposed project.):

5. Project Budget (Present a line-item budget of project costs.):	
Total Project Cost: \$ _____	Total Amount Requested: \$ _____

6. 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, is funding available to continue this program? <i>If the Foundation awards less than the full amount requested, what impact will that have on the program as outlined?</i>):

The following must be provided for grant consideration*:

1. There are two options to submit your completed application:
 - a. Mail 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;
 - b. Email to Ashtyn Bush, Senior Program Officer, at amaniez@gratiotfoundation.org. Ashtyn will send you a confirmation email to confirm we received your application. If you do not receive this email within 2 business days, please call the Foundation Office at (989)875-4222.
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.*

***Publicity of the Foundation: If your organization is awarded grant funding, please note you will be asked to acknowledge the Gratiot County Community Foundation in publicity releases and promotional materials associated with your project.*