

Community Foundation

of St. Clair County

GRANT GUIDELINES

Vision Statement

Our goal is to help transform our communities and the lives of our residents by collaborating to tackle big challenges facing our region – as well as seizing upon new opportunities. We take a big-picture view of tough challenges – education, the economy, the waterfront, our unique downtown assets so we can respond to community priorities, leverage resources, and contribute to the growth and sustainability of a vibrant regional economy.

Strategic Priorities 2019-2021

1. Community & Economic Prosperity

- Placemaking
- Our downtowns – their vitality and continued revitalization
- Waterfront development & utilization
- Connected Trailways
- Regional collaboration & planning
- Entrepreneurism
- Mission (aka “Impact”) Investing; true profit-making investments within our region
- Nonprofit capacity building
- Re-engaging seniors and early retirees into the workforce
- Childcare and Housing as it impacts working class parents/families and employers

2. College, Career & Life Success

- Programs & projects to re-engage students who do not complete a college degree in a traditional timeframe or who leave college to explore other options
- Exploration & Preparation for career and lifetime success after K-12
- Emphasis on Skilled trades and apprenticeship programs
- Pathways to careers in skilled trades
- Hands-on learning & training programs for youth and adults alike, including under-educated or under-trained adults looking for new career options
- Robotic programs and related facilities, workshops, labs, competition space, etc.

Other Areas of Interest

The hundreds of endowed funds and our 1,000+ annual donors have a wide and diverse range of interest areas. The majority of the Foundation’s assets have pre-determined goals, objective and focus areas.

We will always strive to help our donors achieve their individual goals and objectives. Therefore, we will continue to support and accept grant request in the areas of;

- Early childhood issues and challenges
- Arts and Culture
- Food, housing, clothing, medical care and basic necessities for those disadvantaged members of our community
- Year round access to healthy foods and necessities
- Coordination of efforts aimed at providing basic necessities to school-aged children and a more systematic effort at aiding these support systems year round
- Programs, projects and initiatives targeting the entire family; their well-being and their success in life and their ability to contribute to our region’s growth and prosperity.

Additional details on the Community Foundation’s Priorities can found on our website: www.stclairfoundation.org

Completed grant applications can be submitted via email to audrey@stclairfoundation.org or can be mailed or dropped off to our offices at 500 Water Street Port Huron, MI 48060

We accept grant applications year-round, but if you want the application reviewed at the next scheduled meeting it MUST be submitted at least two weeks prior. Grant requests seeking \$50+ will only be reviewed in the 4th quarter of the calendar year.

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Projects that will not be considered for funding are those which involve:

- Sponsorships of sports teams and/or academic teams for contests, competitions and events
- Activities influencing legislative elections
- Activity/purpose that would violate the Foundation's tax exempt status under the IRS code
- Debt reduction, deficit operations or venture capital funds.
- Individuals (except for scholarships)
- Private Foundations
- Request for funds which will be redirected to individuals, other activities or organizations.

The Foundation's review process pays special attention to the following:

- For an ongoing activity, what will be its future source of funding?
- Is the applying organization well run, with an active and well-qualified board and a competent staff capable of implementing the proposed activity?
- What is the organization's financial condition and fiscal history?
- Are there more logical sources of funding than the Community Foundation?
- Are there a variety of funding opportunities?
- Is the proposed activity well-conceived and is its budget realistic?

Accountability:

- After receipt of a grant, the Community Foundation may require any of the following types of evaluation: written reports, site visits, and oral reports.
- Any funds not spent for the specific purpose of the grant must be returned to the Foundation.

Recognition:

- The Community Foundation asks that where appropriate, proper signage be placed recognizing the support of the Community Foundation of St. Clair County and/or the committee that approved the grant.
- It is important to note in the application how you will promote the Community Foundation's involvement in making the project happen.

Non-Discrimination in Grantmaking:

The Community Foundation of St. Clair County is committed to promoting broad diversity and inclusion within our organization and the community. No one will be excluded from consideration for employment or volunteer participation, or from organization services regardless of but not limited to the following basis: age, disability, family or economic circumstance, race, ethnicity, gender, gender identity or expression, sexual orientation, world view, spiritual beliefs, marital status, national origin or veteran status.

In our grant-making, we strive to partner with organizations that also embrace these beliefs and demonstrate them through their policies, practices, actions and impact. We seek grantees and partners that incorporate diversity and inclusion into their mission, governance board, staff, volunteers, vendors and constituents served.

Organizations that serve a specifically defined population in an effort to help populations overcome historic discrimination are not considered non-inclusive or discriminatory. Also, organizations serving target populations per their mission, such as girls, babies or older adults, would not be considered discriminatory. This inclusion statement applies to how an organization serves its specific target population as well as how it handles hiring and volunteer participation.

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GRANT APPLICATION

_____ Date of Application

Name of Organization Applying: _____

Executive Director (superintendent): _____

Contact person (if different from Executive Director): _____

Tax ID: _____ Address: _____

City/State/Zip: _____

Phone #: _____ Email: _____

Project/Program Name: _____

Purpose of Grant (one paragraph):

Geographic Area served: _____ Estimate of individuals impacted # _____

Total Project Cost: _____ Amount Requested: _____

Signature of Chairperson, Board of Directors, Superintendent

Date

Typed Name and Title

Signature of Applicant

Date

*If applicant is a school: Include letter of support from superintendent that includes why funds are not included in school budget/ how this request fits into the overall school district plan.

Section 1: Organization and Program/Project

EZ Grant Application- Page 2

Briefly tell us about your organization's mission/programming specifically as it relates to this request:

Tell us more about your request:

Who will it affect and how? Why are you the best organization to address the need? How does it address one or more of our strategic priority areas? Be concise- think elevator pitch, not term paper.

How will you proceed if you do not receive funding from the Community Foundation?

Section 2 Program/Project Budget

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2A Time period this budget covers _____

2B _____
Total cost of project

2C _____
Amount requested from Community Foundation

2D Description of various budget categories (for a large financial request, make up your own more detailed form. (e.g. separate salaries, taxes, fringes or supplies, printing & copying.) In most cases Revenues will equal Expenses, if they are not equal include an explanation below.

Revenues:	Committed	Pending
Grants/Contracts/Contributions Local Government		
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations (itemized)	\$ _____	\$ _____
Corporations (itemized)	\$ _____	\$ _____
Individuals (itemized)	\$ _____	\$ _____
Other (specify) _____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Earned Income		
Events	\$ _____	\$ _____
_____	\$ _____	\$ _____
Publications and products	\$ _____	\$ _____
In-kind support (specify)	\$ _____	\$ _____
Other (specify) _____	\$ _____	\$ _____
_____		\$ _____
This grant request C		\$ _____
Totals for committed and pending:	\$ _____	_____
TOTAL REVENUES (committed + pending = Total Revenue)		

Expenses:	
Salaries, payroll taxes, fringe benefits	\$ _____
Consultants and professional fees	\$ _____
Insurance	\$ _____
Equipment	\$ _____
Supplies (printing, copying, telephone, fax, postage)	\$ _____
Rent, utilities, maintenance	\$ _____
Evaluation	\$ _____
Marketing	\$ _____
Other (specify) _____	\$ _____

TOTAL EXPENSES _____

If Revenues do not equal Expenses please provide explanation. What is your plan to make up the difference?

Section 3: Organization Background

3A: Organization's fiscal year _____

3B: Attach a copy of:

- 1) current IRS tax exempt status letter
- 2) most recent financial statement, independently audited if possible, and most recent IRS form 990 filing
- 3) a copy of organization's current Annual Operating Budget (revenues/expenses). If revenues do not equal expenses please provide explanation.

3C: Names, affiliations and terms of office for Officers and Directors, organizational chart. *(if available)*

3D: Additional information helpful in knowing about your organization.