

Community Foundation

of St. Clair County

GRANT APPLICATION

The Community Foundation holds hundreds of funds and awards millions of dollars in grants each year. These grants are all different sizes and cover a wide variety of focus areas that our friends and donors are passionate about. Whether you're a large organization or a small community club, a veteran grant applicant or it's your very first request...

If you have a great idea or project that will impact your neighborhood or make our community a better place to live - we want to hear about it!

Have questions about the application or what we're looking for? Our program team would love to chat with you about how to make the most out of your application. Just call (810)984-4761 or email Audrey at audrey@stclairfoundation.org

Name of Organization: _____ Date: _____

Executive Director (superintendent): _____

Contact person (if different from Executive Director): _____

Tax ID (if applicable): _____ 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

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? Be concise- think elevator pitch, not term paper.

(Though not necessary for funding, if your request addresses one of our Strategic Priority Areas be sure to mention that. You can find our priorities at www.stclairfoundation.org/about/priority-areas/)

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

Section 2: Program/Project Budget

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 (specify):	\$ _____	\$ _____
Donations:	\$ _____	\$ _____
Organization Contribution:	\$ _____	\$ _____
In-kind support (specify):	\$ _____	\$ _____
Event Revenue (tickets, ad sales merchandise)	\$ _____	\$ _____
Other:	\$ _____	\$ _____

This grant request: \$ _____

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?

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. The grantmaking schedule can be found on our website: www.stclairfoundation.org/grants/ Grant requests seeking \$50k+ will only be reviewed in the 4th quarter of the calendar year.

**This section to be completed by new applicants or those
with changes/updates only**

Schools and government agencies do not need to fill this out.

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 statements (e.g. Statement of Activities and Statement of Financial Position)
- 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.