



Saginaw

community foundation

Grant Application Form

*The Saginaw Community Foundation (SCF) has one mission:
To enhance the quality of life for the Saginaw County Community.*

We accomplish this by:

- *SERVING as a community leader and a resource for philanthropy.*
- *SUPPORTING a broad range of philanthropic programs and projects.*
 - *HELPING people fulfill their charitable goals and objectives.*
 - *BUILDING permanent endowments*

Guided by the wishes of our donors, SCF awards grants to 501(c)3 nonprofit organizations, local units of government and religious institutions throughout Saginaw County.

**Use this application to apply for funding
from the following funds:**

FORCE

Senior Citizen Enrichment Fund

Unrestricted Fund

YWCA Fund for Women & Girls

SCF Grant Guidelines

What types of programs and projects does SCF support?

The Saginaw Community Foundation is particularly interested in funding:

- Projects which enhance and preserve the quality of life in Saginaw County.
- Projects not adequately being served by existing community resources.
- Projects which provide leverage for generating other funds and community resources.
- Projects which facilitate cooperation and collaboration between organizations.

In making grants, the Saginaw Community Foundation is guided by the following general policies and considerations:

1. Other than grants made to individuals through designated scholarship funds, grants will be made only to those nonprofit organizations, local units of government and religious institutions benefiting Saginaw County.
2. Grants will be made for a wide variety of programs and purposes benefiting the citizens and communities of Saginaw County, striving to reach communities throughout Saginaw County.
3. Grants are ordinarily made for one year.

What types of programs and projects does SCF not support?

Unless there are compelling reasons to do so, grants are normally not made for the following types of projects:

- Operating budgets
- Basic municipal services
- Basic educational functions
- Endowment campaigns
- Previously incurred debt
- Sectarian religious programs

Although not specifically precluded, low priority is given to requests for travel for groups such as school classes, clubs or sports teams.

Application Deadlines

Fund	Deadline(s)
FORCE	Feb 1, Nov 1
Senior Citizen Enrichment	Feb 1, May 1, Aug 1, Nov 1
Unrestricted	Feb 1, May 1, Aug 1, Nov 1
YWCA	Feb 1, May 1, Aug 1, Nov 1

Fund Descriptions

FORCE is the youth advisory board of SCF. Area teens comprise FORCE and make grant recommendations to the SCF Board of Directors. FORCE has committed its grantmaking to meeting the needs of youth ages birth through 20 years.

FORCE places priority on projects which:

- Involve youth in planning and executing activities.
- Empower youth by providing them with opportunities to increase awareness of community issues.
- Are first-time funding requests.

Please Note:

- Student organizations must have an adult advisor.
- The typical grant award is about \$2,500, however, a maximum of \$10,000 may be granted.

Senior Citizen Enrichment Fund was created to assist programs supporting charitable purposes that benefit the elderly in Saginaw County.

A priority for this fund is to assist programs and projects that enhance the quality of life for those seniors maintaining an independent residence.

The SCF Unrestricted Endowment Fund is our all-purpose grants program, providing funding for a wide variety of projects. Any program that meets our basic eligibility requirements may be reviewed through this program. **Organizations may request up to \$10,000 per application.**

YWCA Fund for Women and Girls provides grants for programs benefiting women, children and families of Saginaw County.

Its goals are:

- To support the physical, intellectual, emotional social and spiritual needs of women, children and families.
- To foster the elimination of racism and sexism.

How to Submit an Application

1. CONTACT OUR STAFF

You must contact our program staff with a phone call before submitting your application. Our phone number is (989) 755-0545. We will review your proposed project with you to make sure it is eligible for funding, as well as answer any questions you have. If your program deems appropriate, a grant number will be assigned to your project and you may proceed with a formal application. **You must include your grant number on your application for it to be considered complete.**

2. COMPLETE THE APPLICATION

When writing your proposal, please keep in mind it will be reviewed by people who may not be familiar with your project or your agency, so be sure your application fully explains your program and what you hope to accomplish. Please be as clear, complete and concise as possible. Use the headings provided.

Answer ALL the following questions:

I. **GRANT APPLICATION COVER FORM** (1 page)

Please be sure to complete our “Grant Application Cover Form” provided. All questions should be answered to the best of your ability. Be sure to include the signatures of your organization’s chief executive officer and board chair prior to submission.

II. **PROGRAM NARRATIVE** (5 pages or less)

- A. **Statement of Purpose:** What is the purpose of your project and what community issue(s) does it address? Document the need for your project. Is this a new project for your agency? Is this a new project in your community?
- B. **Project Impact:** Describe the expected impact of your project. Who will benefit from the project? Estimate the number of people to be served. Define them demographically (income, race, age, sex, etc.).

- C. **Implementation/Timeline:** Specify the activities to be undertaken and the timeline for their implementation. Please note that you will receive notification of the results of your application two months after the deadline; thus, your project should start no earlier than that. We do not fund projects where expenses have already been incurred or contracts committed.
- D. **Collaboration:** Are you collaborating with other agencies on this project? If so, please indicate which one(s) and describe your collaborative efforts.
- E. **Future Plans:** Is this, or will this become an ongoing project? If so, please describe how you will support it in the future.
- F. **Evaluation:** Describe how you plan to assess and measure your project’s success.

III. **YOUR ORGANIZATION’S BACKGROUND**

(1 page or less)

- A. Briefly describe your organization’s purpose and history.
- B. Please describe the community or constituency you serve.
- C. Is your organization affiliated with any other organizations? If so, which ones?
- D. What other Saginaw County organizations provide the same or similar activities? How is your organization different?

IV. **PERSONNEL** (1 page or less)

- A. Who are the key staff members involved with this project? What are their qualifications? (Answer these questions in narrative form and submit one copy of their resumes.)
- B. Will additional staff, consultants or outside resources be required for this project? If so, please explain.

V. PROJECT BUDGET

- A. On the “Project Budget” form included in the application, please provide a comprehensive budget for your project listing all sources of income and detailing all expenses. Make sure the expenses equal the revenue.
- B. Also on the “Project Budget” form, describe how funding from the Saginaw Community Foundation would be used.

3. PUT THE APPLICATION TOGETHER

Do not staple individual sections of your application, and please do not bind the application or put it in folders or report covers. Use a clip or one staple to keep the application together.

Provide us with one original and one copy of each of the following in the following order:

- Grant Application Cover Form
- Project Budget
- Program Narrative
- Organizational Background
- Personnel (Key project staff resumes)

- List of governing board including addresses and affiliations, and frequency of board meetings
- IRS Tax Determination Letter
- Most recent year-to-date financial statement
- Current operating budget
- Most recent audit or IRS Form 990
- Any attachments you feel will help establish your organization’s credibility or help clarify your project. (Please note that we may need to limit the number of attachments reviewed.)

4. MAIL OR DROP OFF THE APPLICATION TO:

Saginaw Community Foundation
Attn: Kendra Kempf
100 South Jefferson Ave., Suite 201
Saginaw, MI 48607

Office hours: M-F 8:00 AM to 5:00 PM

Applications must be postmarked by the deadline.

We do not accept e-mailed or faxed copies.

What happens to a grant proposal once it is submitted?

There is nothing mysterious about the proposal review process. Once your full proposal is received, the program officer will conduct a comprehensive review, possibly including a site visit. The Foundation reserves the right to review your application with community planning agencies, resource people, and/or other funding sources when we feel their input would be helpful in assessing your proposal and its potential significance.

Your application is then forwarded to a grants review committee for consideration. Committee members review the proposal and make a recommendation to the

SCF Board of Directors to: 1) approve the proposal as it stands, or with possible alterations or contingencies; 2) postpone the proposal; or 3) decline funding.

The review process for applications submitted to FORCE is slightly different. All applicants are invited to the review meeting to make a brief presentation on their project.

You will be notified of the decision regarding your application within two months of the application deadline.

GRANT APPLICATION COVER FORM

Saginaw Community Foundation

100 South Jefferson, Suite 201 • Saginaw, MI 48607
(989) 755-0545 • FAX (989) 755-6524



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Your Application MUST include:

Submit the following (in order):

- Grant Application Number: _____
- This completed grant application cover form
- Complete budget for proposed project
- Project narrative (see narrative questions on page 4)
- Organizational Background
- List of governing board members, including affiliations & addresses
- Key project staff resumes

Submit ONE of each of the following (in the following order):

- IRS Tax Determination Letter
- E.I.N. Number: _____
- Most Recent Balance Sheet (Profit/Loss Statement)
- Current operating budget for your organization
- IRS Form 990 (*First Page Only*)
- Any attachments you feel will help establish your organization's credibility or help clarify your project (e.g., letters of support)

Legal name of organization applying _____
(This should be the same name as the one on the IRS tax determination letter)

Your organization's name (if different from above) _____

Chief Executive Officer (name & title) _____

Address _____ City/State/Zip _____

County _____ Phone _____

Web site address (if applicable) _____ FAX _____

Amount requested _____ Total project cost _____

Project title _____

Type of request: Program Equipment Other (please specify: _____)

Project dates: Starting Date _____ Ending Date _____

Geographic area served by your project _____ Estimated number of direct recipients served _____

Contact Person _____ Title _____

Address _____ City/State/Zip _____

Phone _____ e-mail _____

PROJECT SUMMARY: Please summarize your proposal in the space provided. Include brief, but specific information about the who, what, where, when, why and how of your project. Please type or print in black ink. (Maximum 100 words)

Has your governing board approved a policy which states your organization will not discriminate as to age, race, religion, sex, handicap or national origin? No Yes (date approved by board: _____)

Has your governing board formally approved this project and authorized you to submit this application for funding? No Yes (date approved by board: _____)

Date
advisor)

Signature and title of chief executive officer (For FORCE applications from schools: signature of adult)

Date

Signature of board chair (For FORCE applications from schools: signature of principal)

100 S. Jefferson, Suite 201 – Saginaw, MI 48607 – Phone: (989) 755-0545 – Fax: (989) 755-6524

e-mail: kendra@saginawfoundation.org – Web Site: <http://www.saginawfoundation.org>



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Office Use Only
Application Number _____

PROJECT BUDGET

Itemize all the sources of funding (revenues) and the project costs (expenses) on this form.

REVENUES

Table with 3 columns: Source, Amount, Status (check one). Includes rows for Saginaw Community Foundation, Organizational Funds dedicated to this Project, and a TOTAL row.

EXPENSES

Table with 2 columns: Item (materials/supplies, equipment, etc.), Estimated Cost. Includes a TOTAL row.

How will this project be implemented if you receive partial funding, or receive no funding at all through the Saginaw Community Foundation?

How will funding from the Saginaw Community Foundation be used??

Describe the amount and the source of any internal funds dedicated to this project:

*Total revenues must equal total expenses (i.e., you must indicate how you will pay for all the costs associated with your project)