



BOARD OF DIRECTORS'

Community Improvement Initiative

HOW TO APPLY

- Review [information & FAQs](#) located on the SCF website.
- Contact SCF to discuss proposal, obtain an application number, and receive an editable grant application.
- Application due April 1, 2019.
- Submit completed application electronically to Kendra@saginawfoundation.org no later than 11:59 p.m. on April 1 (preferred) or via mail postmarked by April 1.

COMPLETED APPLICATIONS SHOULD INCLUDE:

- This completed & signed grant application form
- Program Narrative (see "How to write your program narrative")
- Supporting Financial Information:
 - Documentation substantiating project expenses (quotes, bids, etc.)
 - Most recent IRS 990 (first 2 pages only)
 - Applicant's current operating budget
 - Most recent year-to-date financial statement
- Supporting Documentation (if applicable)

APPLICANT INFORMATION

SCF Grant Application #: _____ **E.I.N. #:** _____

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

Your organization's common name (if different than above): _____

Chief Executive Officer (name & title): _____

Address: _____ **City, State, ZIP Code:** _____

Phone: _____ **Email:** _____

Website: _____ **Facebook Page:** _____

Contact person for this application (name & title): _____

Address: _____ **City, State, ZIP Code:** _____

Phone: _____ **Email:** _____

GRANT APPLICANT SIGNATURES

Primary Signature (Board Chair, CEO, Project Leader):

Name & Title (Printed): _____

Signature: _____ Date: _____

Secondary Signature (Active Project Supporter):

Name & Title (Printed): _____

Signature: _____ Date: _____

PROPOSAL INFORMATION

Organization's common name: _____

Project title: _____

Amount requested (up to \$30,000): _____ **Total project cost:** _____

Project start date: _____ **Project end date** (no later than 6/1/2020): _____

Geographic area served by this project (neighborhood/township/city/county): _____

1a. Estimated # of *direct* recipients this project will serve: _____

1b. Who are the *direct* recipients? _____

Explain. (No more than one sentence): _____

2a. Estimated # of *indirect* recipients this project will serve: _____

2b. Who are the *indirect* recipients? _____

Explain. (No more than one sentence): _____

Executive Summary

Provide a brief project overview answering the following:

What is the project; why is it necessary; who is coordinating the efforts; where is the project located; who will the project impact; and what impact will the project have on the community (no more than a paragraph in length).

Answer here:

Large empty box for the Executive Summary answer, overlaid with a large 'DRAFT' watermark.

PROJECT BUDGET INFORMATION

- In the tables below, itemize all sources of project funding and project expenses. Please add additional lines if necessary.
- The total project revenue *must* equal the total project expense. This explains how you anticipate funding the project.
- Answer the *Project Expense Questions* on the following page regarding funding and sustainability.
- Attach the following financial information when submitting the completed grant application:
 - Documentation substantiating project expenses (bids, quotes, etc.)
 - Most recent IRS 990 (first two pages only)
 - Applicant’s current operating budget
 - Most recent year-to-date financial statement

REVENUES FOR PROJECT:

FUNDING SOURCE	AMOUNT	STATUS: CONFIRMED OR PENDING
Saginaw Community Foundation	\$	Pending
Saginaw Community Foundation – Matching Grant	\$	Pending
Organizational Funds Committed	\$	Confirmed
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL PROJECT REVENUE:	\$	

EXPENSES FOR PROJECT:

ITEM (MATERIALS, SUPPLIES, EQUIPMENT, ETC.)	ESTIMATED COSTS
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL PROJECT EXPENSE:	\$

PROJECT EXPENSE QUESTIONS

**How will funding from the Saginaw Community Foundation be used?
Explain specific items and/or areas of the project that the Community Improvement Initiative grant would fund.**
Limit to 120 words.

Answer here:

How would this project be impacted if not awarded the Community Improvement Initiative grant?
Limit to 120 words.

Answer here:

**Describe the amount and source of any internal funds dedicated to this project.
What is your plan to secure additional revenue and/or matching funds for this project? Who have you contacted or plan on contacting?**
Limit to 120 words.

Answer here: