The Foundation is concerned about the community as a whole. We fund a wide variety of community programs – arts, education, health, civic improvement, human services, environment, youth, etc. Guided by the wishes of our donors, SCF awards scholarships and makes grants to nonprofit organizations throughout Saginaw County.

Use this application to apply for the following grants programs:

- Unrestricted Funds
- YWCA Fund for Women & Girls
- Home for the Aged

SAGINAW COMMUNITY FOUNDATION
Grant Application Form

Saginaw community foundation
Applying for a Grant

The Saginaw Community Foundation exists to enhance the quality of life in Saginaw County. Grants are made for a wide variety of purposes benefiting the citizens and communities of Saginaw County. We strive for geographic balance in our grantmaking.

What types of programs and projects does the Foundation 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 and programs benefiting Saginaw County. (Grassroots organizations which are not formally incorporated should apply to the Foundation through our "Venture Philanthropy Grants" program; please contact Foundation staff for a copy of this special application form.)

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. We fund arts and culture, health and human services, civic improvement and environment, education, and youth programs.

3. Grants are ordinarily made for one year.

What kind of projects don’t you fund?

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.

What are your application deadlines?

<table>
<thead>
<tr>
<th>Grant Program</th>
<th>Grant Deadline</th>
<th>Area of Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Unrestricted</td>
<td>Feb 1, May 1,</td>
<td>Unrestricted</td>
</tr>
<tr>
<td></td>
<td>Aug 1, Nov 1</td>
<td></td>
</tr>
<tr>
<td>✓ YWCA Fund for Women &amp; Girls</td>
<td>Feb 1, May 1,</td>
<td>Women &amp; children</td>
</tr>
<tr>
<td></td>
<td>Aug 1, Nov 1</td>
<td></td>
</tr>
<tr>
<td>✓ FORCE</td>
<td>Feb 1, Nov 1</td>
<td>Youth ages 0 - 20</td>
</tr>
<tr>
<td>✓ Home for the Aged Fund</td>
<td>Feb 1, May 1,</td>
<td>Elderly</td>
</tr>
<tr>
<td></td>
<td>Aug 1, Nov 1</td>
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</tbody>
</table>

This chart includes most, but not all of our grants programs. You do not need to apply to a specific fund. Your application may be reviewed by more than one grants committee according to the discretion of Foundation staff.

The following is a detailed description of each grant program:

✓ Unrestricted Funds Program
This 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 Program
The YWCA Fund for Women and Girls provides grants for purposes benefiting women and children of Saginaw County. Its goals are:

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

The Saginaw County Youth FORCE (Foundation Organized to Recognize Community Excellence) is the youth advisory board of SCF. Area teens comprise FORCE and make grant recommendations to the SCF Board of Trustees.

FORCE has committed its grantmaking to meeting the goals of Saginaw County’s Promise. This is a countywide initiative with the goal of providing our young people (ages birth to 20) with the basic resources they need to become productive citizens.

All applications submitted must be related to one or more of the resources:

1. An ongoing relationship with a caring adult (i.e., mentor, tutor or coach).
2. Safe places and structured activities during nonschool hours to learn and grow.
3. A healthy start and a healthy future. Programs that address healthcare, nutrition, dental health, psychological health, health education, physical fitness, and prenatal care all relate to this resource.
4. A marketable skill through effective education.
5. An opportunity to give back through community service.

FORCE places priority on projects which:

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

SPECIAL NOTES:
Applications are welcome from nonprofit organizations and school organizations. The student organization must have an adult advisor and the school must agree to act as fiscal agent for any grants received.

Generally, the maximum grant awarded will be $5,000, although the typical grant award is about $2,500.

✓Home for the Aged Fund

The Home for the Aged Fund was created to assist programs supporting charitable purposes that benefit the elderly in Saginaw County.

Who may apply?

Other than grants made to individuals through designated scholarship funds, grants are only made to those nonprofit organizations and programs operating in Saginaw County.

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 of your project, 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 Foundation’s Board of Trustees to: 1) approve the proposal as it stands, or with possible alterations or contingencies; 2) table 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 deadline.

Something to Consider...

The Saginaw Community Foundation receives far more grant proposals than it can fund, so don’t be discouraged if you do not receive funding. Call our office at 755-0545 to discuss additional projects or programs for which you might apply for funding.

SCF offers technical assistance for applicants. We can help you get started in your grantwriting and/or review a draft of your application. We also occasionally offer formal grantwriting workshops.

The Saginaw Community Foundation operates without discrimination as to age, race, religion, sex, handicap, or national origin in the consideration of grant requests.
How to submit a grant application

1. CONTACT OUR STAFF
   Please contact our program staff with a phone call before submitting your application. Our number is 755-0545. We will review your proposed project or program with you to make sure it is eligible for funding, and will answer any questions you have.

2. COMPLETE THE NARRATIVE QUESTIONS
   Please answer all of the following questions. Call our staff if you are not sure how a question applies to your project. In 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.

   Again, answer ALL of the following questions:

   I. 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? For the 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 the demographic(s) (income, race, sex, age, etc.).
      C. For FORCE applications ONLY: What basic resource(s) associated with Saginaw County's Promise does your project address? (See page 3 for the list of resources.) Explain how your program will help provide this resource to the youth of Saginaw County.
      D. 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 grant application two months after the deadline; thus, your project should start no earlier than that.
      E. Collaboration: Are you collaborating with other agencies on this project? If so, please indicate which one(s) and describe your collaborative efforts.
      F. Future Plans: Is this, or will this become, an ongoing project? If so, please describe how you will support it in the future. Is future funding likely to be requested from the Saginaw Community Foundation?
      G. Evaluation: Describe how you will assess and measure your project's success.

   II. 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?

   III. 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.

   IV. PROJECT BUDGET
      A. On a separate sheet entitled "Project Budget," please provide a comprehensive budget for your project listing all sources of income and detailing all expenses. Make sure that your expenses equal your revenues.
      B. In a separate paragraph, describe how the Foundation's money will be used.
      C. On a separate sheet entitled "Fund Requests Committed/Pending" indicate what other funds have been received or are under consideration for this project. Please list in the following format:

          | Source | Amount | Date Committed |
          |--------|--------|---------------|
          | Requests Pending or Contemplated: |
          | Source | Amount | Date Response Expected |

   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 each application together.

      Provide us with one original and two copies of each of the following (in the following order):
      - Grant application cover form
      - Project narrative (occ column at left for questions)
      - Complete budget for the proposed project
      - List of governing board including addresses and affiliations, and frequency of board meetings
      - Current operating budget for your organization
      - Most recent year-to-date financial statement
      - 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.)

      Provide us with one of each of the following (in the following order):
      - IRS Tax Determination Letter
      - Key project staff resumes
      - Most recent audit or IRS Form 990

   4. MAIL OR DROP OFF THE APPLICATION
      Mail or drop off the original application and two copies to:

          Saginaw Community Foundation
          100 S. Jefferson, Suite 201
          Saginaw, MI 48637

      Our office hours are 8:00 - 5:00 p.m., Monday - Friday. Your application must be postmarked by the due date. We are not able to accept faxed applications.
GRANT APPLICATION COVER FORM

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

Your Application MUST include:
Submit ONE of each of the following (in the following order):
- IRS Tax Determination Letter
- E.I.N.
- Key project staff resumes
- Most recent audit or IRS Form 990

Submit an ORIGINAL and 2 COPIES of the following (in the following order):
- This completed grant application cover form
- Project narrative (see narrative questions on page 4)
- Complete budget for proposed project
- List of governing board members, including affiliations & addresses
- Current operating budget for your organization
- Most recent year-to-date financial statement
- 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

Phone

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

Contact Person

Title

Address

City/State/Zip

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.

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

Signature and title of chief executive officer (For F.O.R.C.E. applications from schools: signature of adult advisor)

Date

Signature of board chair (For F.O.R.C.E. applications from schools: signature of principal)