



*Giving Back. Moving Forward.*

## **Environment and Land Use Cycle**

### **Purpose and Process**

Revised 1/24/2020

The mission of the Charlevoix County Community Foundation (C3F) is to enhance the quality of life for all citizens of Charlevoix County, now and for generations to come. The Community Foundation helps people make a difference close to home by accepting contributions of all sizes. Each year, the Community Foundation makes grants that support a wide variety of organizations, schools, and municipalities in their work.

### **What is the purpose of the Environment and Land Use Cycle?**

The purpose of the Environment and Land Use Cycle is to offer all eligible non-profit partners the opportunity to apply for projects and programs that support environment and land use initiatives located in the Lake Charlevoix Watershed and/or Charlevoix County. Individuals, couples, families, and businesses who advise funds at the Community Foundation (donor advisors) may choose to make grants through the cycle as well.

Eligible applicants include:

- 501(c)(3) tax-exempt non-profit organizations;
- All units of government;
- All educational institutions (preschool through college);
- Organizations described above working in the fields of environment and land use in this geographic area.
- Organizations that do not discriminate in hiring of staff or the provision of services.

### **When is the application deadline?**

The Environment and Land Use Cycle deadline is February 1 by 11:59 PM (Eastern), regardless of whether this is a weekday or weekend. The application will be available annually at [www.c3f.org](http://www.c3f.org) beginning November 1.

### **What kinds of projects or programs are most likely to receive grant funding?**

This cycle aims to support environmental education, protection, restoration, sustainability and recreation initiatives in and around Charlevoix County. Successful requests will include one or more of the following:

- Benefits the natural resources of Charlevoix County;
- Is included in a city, township, county, or regional community plan
  - (i.e. a master plan, recreation plan, strategic plan, watershed management plan, etc.);
- Demonstrates collaboration;
- Addresses new needs or tries new approaches for existing needs;
- Focuses on prevention;
- Avoids duplication.

### **What kinds of grants are generally not funded?**

The Community Foundation's grant cycles generally do not fund on-going operating expenses, annual fundraising campaigns, political campaigns, deficit spending, sectarian projects, or services normally supported by tax dollars.

### **What size grants are available in the Environment and Land Use Cycle?**

This cycle encourages grants of all sizes. This format does not limit the request to what the Community Foundation might be able to fund, but instead shows the organization's need. Endowed funds provide specific amounts for grant-making, but donor advised funds may also contribute. Community Foundation staff can provide additional guidance and information.

### **All grant applications require a cash match. How much is necessary?**

It depends on the topic and scope of the project, but the expectation is that nonprofit partners will contribute to the budget of the project or program.

### **How does the Community Foundation make grant decisions for the Environment and Land Use Cycle?**

Applicants will need to attend an interview with the Environment and Land Use Advisory Committee. A Program Officer will arrange a 10 to 15-minute interview. The Environment and Land Use Advisory Committee will then recommend funding using dollars that are designated for this purpose to the Board of Trustees. The Community Foundation will also share these opportunities with donor advisors, who may choose to make grants through the cycle.

### **When will grant funding decisions be announced?**

Community Foundation staff will notify grant applicants following approval from the Board of Trustees in early March.

### **What kind of follow up reporting is required?**

The grant period is one year. A follow up report is available through the online grant portal to share about the successes of the program or project as well as the lessons learned. Providing photos is encouraged. Funded organizations will receive a reminder from [administrator@grantinterface.com](mailto:administrator@grantinterface.com) two weeks before the follow up report is due, then again one day prior to the due date, and once more if the report has not been submitted by the deadline. If the program or project is delayed or cannot be completed within the time period, the organization's representative should call the Community Foundation.

### **Are there any other requirements?**

- All applications must be approved by the governing board of the applicant organization. The governing board is responsible for appropriate use of funds and project implementation.
- Grantees must be current with follow up reports for all previous grants in order to apply.
- Proposals from faith-based organizations must address community needs and
  - Have a clearly demonstrated public benefit;
  - Be fully accessible to all persons regardless of religious beliefs and lifestyle choices;
  - May NOT require anything in return for services provided. Examples: attending services or prayer groups and/or volunteering, etc.

## How to apply for an Environment and Land Use Grant

**Step 1: Contact Ashley Cousens to discuss your eligibility.** If you are approved to apply, you will receive an access code for the online grant application. Call 231-536-2440.

**Step 2: Visit [www.c3f.org](http://www.c3f.org) to log on to the online grant application** (“Accepting Applications” link for the Environment and Land Use Grant Cycle).

- If you have an account already, you may log on and proceed to the application using your access code.
- If you do not already have an account, you will need to create one. Each user needs their own username (email address and password) before proceeding to the application using the access code. The user who starts the application has editing rights for the application going forward.

**Step 3: Complete the online grant application.** You may save your work and return at any point prior to submitting your application. Once you submit your application, you will receive immediate confirmation via email.

**Step 4: Schedule an interview.** The date will be scheduled in advance, but applicant organizations can sign up for specific time slots.

### If Funded...

**The Community Foundation will share news of the grant decisions** by phone after the C3F Board of Trustees approves recommendations from the Advisory Committee. Applicant organizations will also receive a letter detailing the funding decision.

**Request the grant check.** In order to receive the grant check, the organization must contact the Community Foundation to confirm that the program or project is moving forward and requires the grant.

**A follow up report is required** within one year of the grant award. If the project is completed before one year is up, the organization may complete the report before the due date.