

## **Sustaining What Works Cycle**

### **Purpose and Process**

Revised 3/11/2020

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 Sustaining What Works Cycle?**

The purpose of the Sustaining What Works Cycle is to offer all eligible non-profit partners the opportunity to apply for general support through the Community Foundation and to offer donor advisors an avenue to learn about local non-profit organizations and grant support for their mission. Donor advisors are individuals, couples, families, and businesses who advise funds for personal philanthropy at the Community Foundation.

Eligible applicants include:

- 501(c)(3) tax-exempt non-profit organizations
- All units of government
- All educational institutions (preschool through college)
- Organizations described above that serve Charlevoix County residents.
- Organizations that do not discriminate in hiring of staff or the provision of services.

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

The Sustaining What Works Cycle deadline is November 1 by 11:59 PM (Eastern), regardless of whether this is a weekday or weekend. The simple application will be available annually at [www.c3f.org](http://www.c3f.org) beginning September 1.

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

The Sustaining What Works Cycle will connect donor advisors with organizations doing good work locally and aims to provide general support for that work.

### **What size grants are available in the Sustaining What Works Cycle?**

This cycle encourages donor advisors to provide general support for causes they care about most. Requests may attract grants of any size or may not be funded at all.

### **How does the Community Foundation make Sustaining What Works Cycle grant decisions?**

The Community Foundation will share these opportunities with donor advisors, who can make grant recommendations from their funds. All grants are approved by the Community Foundation's Board of Trustees.

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

Community Foundation staff will notify grant applicants in early December.

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

Generally, no reporting is required, but some follow up is encouraged. Information provided to Sara Ward, [sward@c3f.org](mailto:sward@c3f.org), for this purpose will be passed along to the donor advisors who were inspired to recommend the grant.

## **How to Apply for a Sustaining What Works Cycle Grant**

**Step 1: Determine the eligibility of your organization and mission.** You may submit a brief application if you deem your organization and mission to be eligible, but the Community Foundation reserves the right to exclude an application that staff determines does not meet eligibility criteria.

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

- Choose the Sustaining What Works Cycle and enter the current password: C3FSWW2020.
- 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 your access code
- If you have an account already, you may log on and proceed to the application using your access code

**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: Community Foundation will share your applications with donor advisors to encourage grant support.**

**If funded**, you will receive an award letter and the grant check. If you do not receive funding, you will also be notified.