

Organizational Support Cycle

Purpose and Process

Revised: 5/5/2020

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 Organizational Support Cycle?

The purpose of the Organizational Support 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 provide support for their missions. Donor advisors are individuals, couples, families, and businesses who advise funds for personal philanthropy at the Community Foundation. This cycle was created in response to the difficult financial situation faced by many nonprofit partners during the COVID-19 crisis. The intent of the cycle is to leverage Community Foundation grant dollars with donor advised fund dollars to provide the most useful, least restricted kind of support, to help sustain valued partners.

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 Organizational Support Cycle deadline is Monday, June 1, 2020 by 11:59 PM (Eastern). The simple application will be available in early May at www.c3f.org.

What kinds of organizations are most likely to receive grant funding?

The Organizational Support Cycle aims to support nonprofit organizations that play a vital role in the health and future of our community. Priority will be given to applications that exemplify the following:

- Adaptiveness to changes caused by COVID-19
- Community impact
- Diversity of funding sources
- Financial stability of the organization
- High level of community support
- Quality financial planning
- Strong organizational leadership and staffing capacity
- Strong past performance with C3F grants

Organizations may apply for general operations and/or for project support during this cycle. This cycle was originally planning to support community projects, including those in the categories of arts & culture, veteran's assistance, health, substance abuse, and urgent needs. Due to the changes caused by COVID-19, this cycle will now focus on providing general support for organizations. This cycle will allocate the Community Foundation's unrestricted funds as well as the named funds (for arts & culture, veteran's assistance, health, and substance abuse). These funds may be used for projects or for general support of organizations that provide services in those categories, as well as organizations providing service in any category.

Additionally, a new Urgent Needs Cycle was opened in mid-March 2020 and continues to process applications on a weekly basis for organizations who serve populations who are disproportionately affected by the crisis. Any Urgent Needs requests should be submitted through this separate cycle anytime by visiting www.c3f.org and following instructions on the Apply for a Grant page.

What size grants are available in the Organizational Support Cycle?

This cycle will utilize Community Endowment grant dollars and available dollars from several field of interest funds (named above). Because we have many grant partners deserving of support and limited dollars with which to support them, the maximum grant will be \$5,000. The Community Foundation will also encourage generous donor advisors to provide general support for causes they care about most, so requests may receive multiple grants or may not be funded at all.

How does the Community Foundation make Organizational Support Cycle grant decisions?

The Community Foundation's Distribution Committee of board members will review grants to allocate Community Endowment grant dollars. The Community Foundation will also share these opportunities with donor advisors, who can make grant recommendations from their funds. All grants are approved by the Community Foundation's full Board of Trustees.

When will grant funding decisions be announced?

Community Foundation staff will notify grant applicants by July 7, 2020 or as soon as possible after decisions are made.

What kind of follow up reporting is required?

Normal reporting requirements are being waived for this cycle, but some follow up is encouraged. Information provided to Ashley Cousens, acousens@c3f.org, and Sara Ward, sward@c3f.org, for this purpose will be included in C3F efforts to share good news with the community and will also be passed along to the donor advisors who were inspired to recommend grants from their funds.

How to Apply for an Organizational Support Cycle Grant

Step 1: Determine the eligibility of your organization and mission. You may submit an 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 to log on to the online grant application

- Choose the Organizational Support Cycle and click on “Accepting Applications” in the status column.
- 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.
- There is no code for accessing this application. Simply select the Organizational Support Application from your “Apply” Dashboard once you are logged into the system and begin filling out the application.

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

If Funded...

The Community Foundation will share news of the grant decisions by phone after the Board of Trustees approves recommendations from the Distribution Committee. Applicant organizations will also receive an email detailing the funding decision.

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