

SUN Fund

Purpose and Process

Revised 6/10/2020

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 SUN Fund?

SUN stands for "Support us now". The purpose of the SUN Fund is to improve and enrich the quality of life for residents of Charlevoix County. Qualifying agencies may apply at any time of the year, provided they have discussed their proposal first with a C3F staff member. The purpose of the fund is twofold—to fill an unexpected or emergency need that occurs between the Foundation's regular grant cycles each year, and/or to consider requests totaling \$1,000.00 or less, based on the availability of funds.

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.

Fundable organizations must be current with final reports for all previous grant awards and be in good standing with the IRS.

When is the application deadline?

The SUN Fund has a rolling deadline, so applications are accepted throughout the year. The simple application will be available annually at www.c3f.org.

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

The SUN Fund aims to be a broad and flexible option for smaller projects, \$1,000 or less, that fall outside of the set grant cycles. Requests with any of the following qualities are typically stronger:

- demonstrates collaboration,
- addresses new needs or tries new approaches for existing needs,
- encourages people to help themselves,
- focuses on prevention of problems,
- avoids duplication of services, and/or
- builds capacity of an organization.

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.

When will grant funding decisions be announced?

C3F staff will generally notify grant applicants within a two-week period from the time the application is submitted.

All grant applications require an additional source of funding. How much is necessary?

The expectation is that nonprofit partners will contribute or find another source of funding to contribute toward the project or program, so that the C3F is not the sole funder.

What kind of follow up reporting is required?

The grant period is one year. A simple 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 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.
- 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 a SUN Fund Grant

Step 1: Contact Mishelle Shooks 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 to log on to the online grant application (“Accepting Applications” link for the SUN Fund 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.

If Funded...

The Community Foundation will share news of the grant decisions within two weeks of you submitting the application. This will allow time for a decision to be made and for the C3F Board to approve the funding. The grantee organization will receive notification detailing the funding decision.

Grant check requests will be submitted by grants staff and mailed out on the next check run date. Checks are cut every two weeks. Funds must be utilized in the manner described in the application within six (6) months of the date of the grant award. Any unused grant dollars will be returned to the Fund.

A simple follow up report is required following your project completion. Follow ups should be completed sooner, if the project is completed sooner.