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**Giving Back. Moving Forward.**

## **Student Success Cycle**

Purpose and Process

Revised 7/27/20

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 Student Success Cycle?**

The purpose of the Student Success Cycle is to partner with Charlevoix County school districts to give pre-K through 12<sup>th</sup> grade students a boost toward a brighter future. This is an opportunity for the schools to identify a priority area that needs funding that cannot be achieved through traditional funding sources, or where tax dollars fall short. This opportunity is restricted to the Superintendents of each public school district in Charlevoix County, including Beaver Island, Boyne City, Boyne Falls, Charlevoix and East Jordan.

Eligible applicants include:

- Public school districts in Charlevoix County
  - Superintendent must sign off on the request

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

The Student Success Cycle deadline is December 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 May 1.

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

The Superintendent will identify the area that needs funding support and will apply. Programs and purchases that help to directly boost students toward a brighter future with a justified need will be most likely to receive funding.

### **How does the Community Foundation make grant decisions for the Student Success Cycle?**

Community Foundation staff will recommend funding using dollars that are designated for this purpose to the Board of Trustees.

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

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

### **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.

## How to Apply for a Student Success Cycle Grant

**Step 1: Determine the priorities of the school and the areas where funding is needed.** School Superintendents must be in contact with Mishelle Shooks for approval and to obtain the application access code.

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

- Superintendents will be prompted to apply around May 1<sup>st</sup> with an access code provided.
- Superintendents will need to log on to their account and proceed to the application using the 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: The Community Foundation will review your grant application.**

If funded, you will receive an award letter and the grant check.

A brief follow up report is required following your project completion within one year of the grant award.