



## Youth Needs Cycle

### Purpose and Process

Revised 9/10/2020

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 Youth Needs Cycle?

The purpose of the Youth Needs Cycle is to offer all eligible non-profit partners the opportunity to apply for projects and programs that support Charlevoix County Youth. The Youth Advisory Committee (YAC) will prioritize the applications for funding that meet identified priorities and have merit. All other youth proposals will be considered with the remaining available funding. 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 that address youth needs
- Organizations that do not discriminate in hiring of staff or the provision of services

### When is the application deadline?

The Youth Needs Cycle deadline is November 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 September 1.

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

Every three years, the C3F YAC conducts a Youth Needs Assessment in which they survey their peers (8<sup>th</sup>-12<sup>th</sup> grades) to help identify the areas of need in Charlevoix County, according to youth themselves. Based on the results, the YAC have outlined their areas of focus for youth grantmaking dollars and will evaluate grants with these priorities in mind. Other youth grant requests will be reviewed with remaining grant dollars each cycle.

Priority Areas (not in order of priority):

- *Youth Mental Health*
- *Academic Stress*

Successful requests will include one or more of the following:

- addresses needs identified as priority areas,
- demonstrates collaboration,
- encourages people to help themselves,
- focuses on prevention of problems, and
- avoids duplication of services.

#### **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 Youth Needs Cycle?**

The goal of this cycle is to make an impact in the identified priority areas. This means that the youth will accept grant requests of various sizes, large and small, taking into consideration the extent to which the request meets the priority areas. Grant requests outside of the priority areas will likely be smaller in nature. Community Foundation staff can provide additional guidance and information.

#### **All grant applications require a cash contribution. 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 Youth Needs Cycle?**

Applicants may need to attend an interview with the YAC based on the extent to which the request meets the priority areas. Selected applicants should prepare for a 10 to 15-minute interview. The YAC 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 mid-December.

#### **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 Youth Needs Cycle 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](http://www.c3f.org) to log on to the online grant application** (“Accepting Applications” link for the Youth Needs 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, if required.** The date will be scheduled in advance, but applicant organizations can sign up for specific time slots on a date selected by the C3F.

### If Funded...

The Community Foundation will share news of the grant decisions by phone after the 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.