

# Community Priorities Grant Cycle

## Purpose and Process

Revised 1/21/2022

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 to organizations, schools, and municipalities to make positive change in Charlevoix County.

### What is the purpose of the Community Priorities Cycle?

The purpose of the Community Priorities Cycle is to offer all eligible nonprofit partners the opportunity to apply for projects and programs that address needs in Charlevoix County, plus Arts & Culture and Health needs. 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 nonprofit 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

Eligible organizations must be current with follow up reports for all previous grant awards from C3F and be in good standing with the IRS.

### When is the application deadline?

The Community Priorities Cycle deadline is May 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 in early March.

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

The Community Priorities Cycle is open to supporting needs in Charlevoix County, plus Arts & Culture and Health needs. Proposals from all eligible nonprofit partners are welcome in this cycle. Community Endowment funds are unrestricted dollars that are available in this cycle, which can be granted to eligible organizations for any purpose. Additionally, funds for Arts & Culture and funds for Health are available.

Successful requests may include any of the following characteristics: demonstrate collaboration, address new needs or try new approaches for existing needs, encourage people to help themselves, focus on prevention of problems, and/or avoid duplication of services.

Community Priorities grant proposals will additionally be evaluated on the following specific criteria:

- Breadth of impact in Charlevoix County
- Organization's impact in the community
- Organizational capacity (leadership, staffing, planning, etc.)
- Potential impact of funds on organization's success and sustainability
- Directness and duration of funds on community
- Organization's solvency and sustainability

In 2022, organizations may request support for general operations.

#### **What kinds of grants are generally not funded?**

The Community Foundation's grant cycles generally do not fund annual fundraising campaigns, political campaigns, deficit spending, sectarian projects, or services normally supported by tax dollars.

#### **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.

#### **What size grants are available in the Community Priorities Cycle?**

This cycle encourages grants of all sizes. The request size should reflect the organization's need. Donor Advisors may also decide to contribute through their Donor Advised Funds. Community Foundation staff can provide additional guidance and information, if needed.

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

The Distribution Committee will review grant applications and recommend funding to the Board of Trustees. The Community Foundation will also share these opportunities with donor advisors, who may choose to make grants through this cycle.

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

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

#### **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?

- The governing board of the organization is responsible for appropriate use of funds and project implementation.
- Applicants 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 people 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 Community Priorities Grant

**Step 1: Contact Ashley Cousens to discuss your eligibility.** If your organization's need is a good fit for the Community Priorities Cycle, you will receive an access code for the online grant application. Email [acousens@c3f.org](mailto:acousens@c3f.org) to get started.

**Step 2: Visit [www.c3f.org](http://www.c3f.org) to log on to the online grant application (“Accepting Applications” link for the Community Priorities 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 your access code. The user who starts the application has editing rights for the application going forward. This person can invite others to contribute to the application once started.

**Step 3: Complete the online grant application.** You may save your work and return at any point prior to submitting your application. The application can be shared with others who may be sharing the responsibility of writing the grant proposal and completing the application. To utilize this feature, click on “collaborate” at the top of the application and enter the email address of the person needing access. Contact Ashley Cousens if you need help troubleshooting this feature. Once you submit your application, you will receive immediate confirmation via email. You may be contacted with further clarification questions regarding your application and/or eligibility.

**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 C3F Board of Trustees approves recommendations from the Advisory Committee. Applicant organizations will also receive an emailed 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. Any unused grant dollars will be returned to the Fund.

**A follow up report is required** when the project is complete and within one year of the grant award. If the project is completed early, the follow up report should be submitted sooner.