



Giving Back. Moving Forward.

## SUN Fund

### Purpose and Process

Revised 2/24/2022

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 SUN Fund?

SUN stands for "Support us now" and is intended to improve and enrich the quality of life for residents of Charlevoix County. The purpose 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 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 SUN Fund has a rolling deadline, so applications are accepted throughout the year. The simple application is available annually at [www.c3f.org](http://www.c3f.org). Applicants must first discuss their proposal with a C3F staff member.

#### 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 preventing 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 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 a cash contribution. 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 six months. 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](mailto:administrator@grantinterface.com) two weeks before the follow up report is due. 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 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 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 or Ashley Cousens to discuss your eligibility.** If you are approved to apply, you will receive an access code for the online grant application. Email [mshooks@c3f.org](mailto:mshooks@c3f.org) or [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 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. 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 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 Mishelle Shooks or 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 question regarding your application and/or eligibility.

### 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 proper approval for 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.