



Ice Storm/Urgent Needs Cycle

Purpose and Process

Revised 4/14/2025

In late March, 2025, a devastating ice storm hit Northern Michigan, leaving thousands in Charlevoix County (and surrounding counties) without power. The catastrophic damage to the power grid also caused subsequent shortages of essential resources for a time, like access to food and fuel. Governor Whitmer declared a state of emergency for 10 Northern Michigan counties, including Charlevoix County, and the National Guard was deployed to the area to help with the power restoration and cleanup efforts. Weeks after the storm, many remained without power and we realized that relief and recovery will take a long time.

The purpose of the Ice Storm/Urgent Needs Cycle is to offer all eligible nonprofit partners the opportunity to apply for support through the Community Foundation to help friends and neighbors who are experiencing hardship as a result of the ice storm. ***Regular Urgent Needs criteria has been expanded to include more specific needs related to ice storm relief and recovery.***

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 ups for all previous grant awards from C3F and be in good standing with the IRS.

When is the application deadline?

There is a rolling deadline for Urgent Needs grants, so applications are accepted at any time throughout the year. The Ice Storm/Urgent Needs application will also be on a rolling deadline, beginning in April 2025 and remaining open as long as needs and resources allow. The regular practice of applicants first discussing their proposal with a C3F staff member to gain access to the application has been suspended. Applicants can simply apply in the online grants system. (See below for more details.)

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

The Urgent Needs Cycle regularly aims to attract requests that are focused on helping to meet individual needs of people in Charlevoix County. Specifically, requests from organizations helping Charlevoix County residents access food, shelter, safety, healthcare, utility assistance, transportation, and other basic and urgent needs are prioritized. ***Additionally, with these funds, we aim to support individuals and organizations impacted by the ice storm.***

Funding requests may include, but are not limited to:

- **Direct support to individuals**
 - gas, groceries/food, utility assistance, transportation assistance, hotel stays, and other direct support needs
 - tree removal, brush and debris removal services, and other cleanup needs
 - property/equipment repairs or replacement, permit fees, electrical work, and other property/equipment needs
 - lost wages support
- **Reimbursements for organizational expenses**
 - unexpected costs incurred during the immediate emergency
 - direct support, cleanup, property/equipment repairs, lost wages support
 - ***direct support to individuals will be prioritized***
- **Other services** as determined eligible by C3F staff

Organizations should ask for what they need. The Community Foundation will limit neither the size nor the scope of a request. Applicants will determine those factors for themselves, based on their needs. Successful grant proposals will clearly identify the need and make a strong case for the proposed activities or course of action in relation to the need(s).

What kinds of grants are generally not funded?

The Community Foundation's Urgent Needs Cycle generally does not fund annual fundraising campaigns, political campaigns, deficit spending, sectarian projects, or services normally supported by tax dollars. C3F is unable to support individuals directly and instead works through organizations providing critical services and resources to those in need in Charlevoix County.

What size grants are available in the Urgent Needs Cycle?

This cycle encourages grants of all sizes. The request size should reflect the organization's need for the project or program. Community Foundation staff can provide additional guidance and information, if needed.

How does the Community Foundation make Urgent Needs Cycle grant decisions?

Community Foundation staff will review grant applications and recommend funding to the Board of Trustees. The Community Foundation may also share these opportunities with donor advisors, who may choose to make grant recommendations from their funds.

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. In April, grant proposals will be reviewed weekly.

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 grant follow ups 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 proselytize, (i.e. require anything in return for services provided. Examples: attending services or prayer groups and/or volunteering, etc.)

What happens after the award?

The grant period is six months. A brief follow up summary is required to be completed once the grant work has been done and the grant award spent, or within 6 months of the grant award, whichever comes first. Options for follow up will be outlined more specifically when a grant is awarded. If the grant work is delayed or cannot be completed within the time period, the organization's representative should call the Community Foundation.

How to Apply for an Urgent Needs Grant

Step 1: Visit www.c3f.org to log on to the online grant application ("Accepting Applications" link for the Urgent Needs Grant Cycle).

- If you have an account already, you may log on and proceed to the application. **There is NO access code for this application**, to expedite C3F's ability to allocate resources quickly, to where they are needed most.
- 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 primary editing rights for the application. This person can invite others to contribute to the application once they have started.

Step 2: 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 or Megan Havrilla DeHoog 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.

If Funded...

Step 1: The Community Foundation will share news of the grant decisions within one to 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.

Step 2: Receive the grant check. The grant check will be mailed to your organization following the notification phone call from C3F staff. Usually, checks are mailed out within 2 weeks of the decision.

Step 4: Provide a summary of the grant work within 6 months to one year of the grant award or whenever the work is completed. More information about grant follow up will be provided to grant recipients at the time when a grant is awarded.

