



Giving Back. Moving Forward.

Grant Application Process & Guidelines

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.

Eligibility:

Eligible applicants include:

- 501(c)(3) tax-exempt non-profit organizations
- All units of government
- All educational institutions (preschool through college)

Granting Areas:

1. Program Grants- programs (new or expanded) that solve community issues, are innovative, and have a measurable impact.
2. Organizational Capacity Building- to strengthen the organization to better meet the needs of the community. Examples: strategic plans, marketing, staff training, feasibility studies, board training and development, etc.
3. Technology Grants- of all kinds, not to exceed \$5,000. Examples: hardware, software, website development, etc.
4. Equipment Purchases- of all kinds. Examples: playground equipment, recreation equipment, safety equipment, etc.

Grant Deadlines:

Grant applications are reviewed twice a year. Applications are due at the C3F office by 4:00 pm EDT on March 1st and October 1st of each year. If the deadline falls on a weekend or holiday, applications are due by 4:00 pm EDT the following business day.

Pre-Application Approval:

Pre-grant application approval is required for all requests. Please call a Program Officer at 231.536.2440 to discuss eligibility.

- For youth grants contact Mishelle Shooks
- For all other grants contact Maureen Radke

Grantmaking Guidelines

The grant advisory committees use the following criteria to rate grant applications:

Grants funded by the C3F have one or more of the following characteristics:

- Helps build the capacity of the organization to fulfill its mission
- Demonstrates collaboration
- Addresses new needs or tries new approaches for existing needs
- Encourages people to help themselves
- Focuses on prevention
- Benefits a number of people
- Avoids duplication of services

Environment and Land Use grants are rated by the criteria listed above, as well as the following characteristics:

- Benefits our natural resources
- Inclusion in a recreation or master plan (city, township, county or regional) or a watershed management plan

What we generally do NOT fund:

- On-going operating expenses
- Annual fundraising campaigns
- Political campaigns
- Deficit spending
- Sectarian projects
- Services normally supported by tax dollars

Other Requirements

All applications must be approved by your governing board. The governing board is responsible for appropriate use of funds and project implementation.

All applications must include a cash commitment from your organization.

Grantees must be current with final 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

Step 1: Contact a C3F Program Officer to discuss your eligibility. If you are approved to apply, you will receive an access code for the C3F online grant application.

Step 2: Visit www.c3f.org to log on to the online grant application (“Apply for a Grant” tab).

- 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
- If you have an account already, you may log on and proceed to the application using your 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: C3F will review your grant application. You may be required to be interviewed by an advisory committee. Overall review time takes approximately 6 weeks. You will be notified of the grant decisions by phone from a Program Officer following the C3F’s Board of Trustee meetings, which coincide with each grant cycle.

Step 5: If funded, you will receive an award letter stating any conditions on the grant. You must request the check once you begin incurring costs. The check can be requested by email or a phone call. Checks are cut every two weeks.

Step 6: A final report is required following your project completion. A grant is active for one year.