



BOARD OF DIRECTORS'

# Community Improvement Initiative

## HOW TO APPLY

- Review [information & FAQs](#) located on the SCF website.
- Contact SCF to discuss proposal, obtain an application number, and receive an editable grant application.
- Application due May 1, 2025.
- Submit completed application electronically to [brian@saginawfoundation.org](mailto:brian@saginawfoundation.org) no later than 11:59 p.m. on May 1 (preferred) or via mail postmarked by May 1.

## COMPLETED APPLICATIONS SHOULD INCLUDE:

- This completed & signed grant application form
- Program Narrative (see "How to Write the Program Narrative")
- Supporting Financial Information:
  - Documentation substantiating project expenses (quotes, bids, etc.)
  - Most recent IRS 990 (first 2 pages only)
  - Applicant's current operating budget
  - Most recent year-to-date financial statement
- Supporting Documentation (if applicable)

## APPLICANT INFORMATION

SCF Grant Application #: \_\_\_\_\_ E.I.N. #: \_\_\_\_\_

Legal name of organization applying: \_\_\_\_\_  
*(This should be the same name as the one on the IRS tax determination letter)*

Your organization's common name (if different than above): \_\_\_\_\_

Chief Executive Officer (name & title): \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook Page: \_\_\_\_\_

Contact person for this application (name & title): \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## GRANT APPLICANT SIGNATURES

### Primary Signature (Board Chair, CEO, Project Leader):

Name & Title (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Secondary Signature (Active Project Supporter):

Name & Title (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPOSAL INFORMATION**

**Organization's common name:** \_\_\_\_\_

**Project title:** \_\_\_\_\_

**Amount requested** (up to \$40,000): \_\_\_\_\_ **Total project cost:** \_\_\_\_\_

**Project start date:** \_\_\_\_\_ **Project end date** (no later than 7/1/2026): \_\_\_\_\_

**Geographic area served by this project** (neighborhood/township/city/county): \_\_\_\_\_

**1a. Estimated # of *direct* recipients this project will serve:** \_\_\_\_\_

**1b. Who are the *direct* recipients?**  
**Explain.** (No more than one sentence): \_\_\_\_\_

**2a. Estimated # of *indirect* recipients this project will serve:** \_\_\_\_\_

**2b. Who are the *indirect* recipients?**  
**Explain.** (No more than one sentence): \_\_\_\_\_

**Executive Summary**

Provide a brief project overview answering the following:

*What is the project; why is it necessary; who is coordinating the efforts; where is the project located; who will the project impact; and what impact will the project have on the community (no more than a paragraph in length).*

Answer here:

Large empty rectangular box for the Executive Summary answer, overlaid with a large diagonal 'DRAFT' watermark.

**PROJECT BUDGET INFORMATION**

- In the tables below, itemize all sources of project funding and project expenses. Please add additional lines if necessary.
- The total project revenue *must* equal the total project expense. This explains how you anticipate funding the project.
- Answer the *Project Expense Questions* on the following page regarding funding and sustainability.
- Attach the following financial information when submitting the completed grant application:
  - Documentation substantiating project expenses (bids, quotes, etc.)
  - Most recent IRS 990 (first two pages only)
  - Applicant’s current operating budget
  - Most recent year-to-date financial statement

**REVENUES FOR PROJECT:**

FUNDING SOURCE	AMOUNT	STATUS: CONFIRMED OR PENDING
Saginaw Community Foundation	\$	Pending
Organizational Funds Committed	\$	Confirmed
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL PROJECT REVENUE:</b>	\$	

**EXPENSES FOR PROJECT:**

ITEM (MATERIALS, SUPPLIES, EQUIPMENT, ETC.)	ESTIMATED COSTS
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL PROJECT EXPENSE:</b>	\$

**PROJECT EXPENSE QUESTIONS**

**How will funding from the Saginaw Community Foundation be used?**

**Explain specific items and/or areas of the project that the Community Improvement Initiative grant would fund.**

*Limit to 120 words.*

Answer here:

**How would this project be impacted if not awarded the Community Improvement Initiative grant?**

*Limit to 120 words.*

Answer here:

**Describe the amount and source of any internal funds dedicated to this project.**

**What is your plan to secure additional revenue and/or matching funds for this project? Who have you contacted or plan on contacting?**

*Limit to 120 words.*

Answer here: