



Saginaw

community foundation

1 Tuscola, Suite 100 • Saginaw, MI 48607
(989) 755-0545 • Fax (989) 755-6524
saginawfoundation.org

GENERAL SCF GRANT APPLICATION

HOW TO APPLY:

- Review information & FAQs located on the SCF website.
- Contact SCF to discuss proposal and receive an editable grant application.
- Submit completed application electronically to Kendra@saginawfoundation.org no later than 11:59 p.m. on the due date or via mail postmarked by the due date.
- General SCF grant application due dates are February 1, June 1 & October 1.

COMPLETED APPLICATIONS SHOULD INCLUDE:

- 1) This completed & signed grant application form
- 2) Program/Project Narrative (*See Program Narrative Guidelines*)
- 3) Organizational Background (*up to 2 pages*)
- Include a list of governing board members & a brief bio on key project/program staff.
- 4) Financial Information:
 - a. Most recent IRS 990 (first 2 pages only)
 - b. Applicant's current operating budget
 - c. Most recent year-to-date financial statement
 - d. Documentation substantiating project expenses (quotes, bids, etc.)
- 5) If appropriate, any additional attachments you feel would establish your organization's credibility or help clarify your program/project (letters of support, news articles, etc.)

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:** _____

- Has your governing board approved a policy which states your organization will not discriminate as to age, race, religion, sex, handicap or national origin? ☐ No ☐ Yes (date approved by board: _____)

- Has your governing board formally approved this project and authorized you to submit this application for funding? ☐ No ☐ Yes (date approved by board: _____)

APPLICATION AUTHORIZATION:

Chief Executive Officer (Printed): _____

Signature: _____ **Date:** _____

Board Chair (Printed): _____

Signature: _____ **Date:** _____



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PROGRAM/PROJECT INFORMATION

Your Organization's common name: _____

Program/Project title: _____

Amount requested : _____ **Total project cost:** _____

Project start date: _____ **Project end date:** _____

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 program/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:



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BUDGET INFORMATION

- In the tables below, itemize any pending or confirmed sources of revenue & estimated expenses relating to this request. Add additional lines if necessary.
- Total revenue must equal total expense to show how you plan on funding the project.*
- Answer the *Budget Questions* on the following page regarding funding and sustainability.
- Attach the following financial information when submitting the completed grant application:
 - 1) Most recent IRS 990 (first two pages only)
 - 2) Applicant's current operating budget
 - 3) Most recent year-to-date financial statement
 - 4) Documentation substantiating expenses (bids, quotes, etc.)

REVENUES FOR PROJECT:

FUNDING SOURCE	AMOUNT	STATUS: CONFIRMED OR PENDING	
Saginaw Community Foundation (amount requested)	\$	<input type="checkbox"/> Confirmed	<input checked="" type="checkbox"/> Pending
Organizational Funds Committed	\$	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Pending
	\$	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Pending
	\$	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Pending
	\$	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Pending
	\$	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Pending
	\$	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Pending
	\$	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Pending
	\$	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Pending
TOTAL PROGRAM/PROJECT REVENUE*:	\$		

EXPENSES FOR PROGRAM/PROJECT:

ITEM (MATERIALS, SUPPLIES, EQUIPMENT, ETC.)	ESTIMATED COSTS
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL PROGRAM/PROJECT EXPENSE*:	\$



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BUDGET QUESTIONS

How will funding from the Saginaw Community Foundation be used?

Explain specific items and/or areas of the program/project that SCF funds would support.

Limit to 120 words.

Answer here:

How would this program/project be impacted if awarded *partial grant funding* from SCF?

How would this program/project be impacted if not awarded *any* grant funding from SCF?

Limit to 120 words.

Answer here:

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

Have you secured or do you plan on securing additional funds to support this program/project? Who have you contacted or plan on contacting?

Limit to 120 words.

Answer here: