**SCF**
**Saginaw**
community foundation

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# SAGINAW COMMUNITY FOUNDATION
# GRANT GUIDELINES

The Saginaw Community Foundation fulfills donor wishes and enables community initiatives to come to life, now and forever.  We do this through the following:

- *Providing <u>strategic leadership</u> in our community,*
- *Growing our <u>endowment,</u>*
- *Practicing impactful <u>grantmaking</u>, and*
- *<u>Stewardship</u> of our resources, human and financial*

Guided by the wishes of our donors, SCF awards grants to 501(c)3 nonprofit organizations, local units of government and religious institutions throughout Saginaw County.

## WHAT TYPES OF PROGRAMS AND PROJECTS DOES SCF SUPPORT?

The Saginaw Community Foundation is particularly interested in funding:

- Projects which enhance and preserve the quality of life in Saginaw County.
- Projects not adequately being served by existing community resources.
- Projects which provide leverage for generating other funds and community resources.
- Projects which facilitate cooperation and collaboration between organizations.

In making grants, SCF is guided by the following general policies and considerations:

- Other than grants made to individuals through designated scholarship funds, grants will be made only to those nonprofit organizations, local units of government and religious institutions benefiting Saginaw County.
- Grants will be made for a wide variety of programs and purposes benefiting the citizens and communities of Saginaw County, striving to reach communities throughout Saginaw County.
- Grants are ordinarily made for one year.

## WHAT TYPES OF PROGRAMS AND PROJECTS DOES SCF TEND *NOT* TO SUPPORT?

Unless there are compelling reasons to do so, grants are normally <u>not</u> made for the following types of projects:

- Operating budgets
- Basic municipal services
- Basic educational functions
- Endowment campaigns
- Previously incurred debt
- Sectarian religious programs

Although not specifically precluded, low priority is given to requests for travel for groups such as school classes, clubs or sports teams.

> **Grant Applications are reviewed on a quarterly basis.**
> **SCF General Grant Application deadlines are:**
> **February 1, May 1, August 1, November 1**

## HOW TO SUBMIT AN APPLICATION

1. **CONTACT OUR STAFF**
   You must contact our program staff before submitting your application.  Our phone number is (989) 755-0545. We will review your proposed project with you to make sure it is eligible for funding, as well as answer any questions you have.  If your program deems appropriate, a grant number will be assigned to your project and you may proceed with a formal application. You must include your grant number on your application for it to be considered complete.

## 2. COMPLETE THE APPLICATION

When writing your proposal, please keep in mind it will be reviewed by people who may not be familiar with your project or your agency. Be sure your application fully explains your program/project and what you hope to accomplish. Please be as clear, complete and concise as possible. Use the headings provided.

I.   SCF GENERAL GRANT APPLICATION FORM
Complete the "SCF General Grant Application" form provided. All questions should be answered to the best of your ability. Be sure to include the signatures of your organization's chief executive officer and board chair prior to submission.

II.  PROGRAM/PROJECT BUDGET
   A. On the "Budget Information" page located in the SCF General Grant Application, fill in the tables provided with the comprehensive budget for your program/project. List all sources of income and detail all expenses. _Make sure the expenses equal the revenue._
   B. Answer the "Budget Questions" on the application.
   C. Attach the following supporting financial information to your completed grant application: Most recent IRS 990 (first 2 pages only); organizations current operating budget; most recent year-to-date financial statement; and if applicable, any other documentation substantiating your program/project expenses and/or your organizations expenses.

III. PROGRAM NARRATIVE (5 PAGES OR LESS)
   A. Statement of Purpose: What is the purpose of your project and what community issue(s) does it address? Document the need for your project. Is this a new project for your agency? Is this a new project in your community?
   B. Project Impact: Describe the expected impact of your project. Who will benefit from the project? Estimate the number of people to be served. Define them demographically (income, age, etc.)
   C. Implementation/Timeline: Specify the activities to be undertaken and the timeline for their implementation. Please note that you will receive notification of the results of your application two months after the deadline; thus, your project should start no earlier than that. We do not fund projects where expenses have already been incurred or contracts committed.
   D. Collaboration: Are you collaborating with other agencies on this project? If so, please indicate which one(s) and describe your collaborative efforts.
   E. Future Plans: Is this, or will this become an ongoing project? If so, please describe how you will support it in the future.
   F. Evaluation: Describe how you plan to assess and measure your project's success.

IV.  YOUR ORGANIZATIONAL BACKGROUND (2 PAGES OR LESS)
   A. Briefly describe your organization's purpose and history.
   B. Please describe the community or constituency you serve.
   C. Is your organization affiliated with any other organizations? If so, which ones?
   D. What other Saginaw County organizations provide the same or similar activities? How is your organization different?
   E. Include a list of your organization's governing board members.
   F. Who are the key staff members involved with this project? What are their qualifications? (Answer these questions in narrative form. Include a brief biography.)
   G. Will additional staff, consultants or outside resources be required for this project? If so, please explain.

**3.  PUT THE INFORMATION TOGETHER**

Provide the Saginaw Community Foundation with **_one complete application_** in the following order:

I.   GENERAL SCF GRANT APPLICATION form
II.  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.)
III. PROGRAM/PROJECT NARRATIVE (5 pages or less)
IV.  ORGANIZATIONAL BACKGROUND (2 pages or less)
V.   LIST OF GOVERNING BOARD members
VI.  ANY ATTACHMENTS you feel will help establish your organization's credibility or help clarify your project. (Please note that we may need to limit the number of attachments reviewed.)

**4.  SUBMIT COMPLETED GENERAL SCF GRANT APPLICATION WITH ATTACHMENTS**

OPTION 1 (preferred):  The completed SCF General Grant Application can be submitted electronically as an attachment to Kendra Kempf, Program Officer/FORCE Coordinator, at Kendra@saginawfoundation.org.  Emailed applications are due no later than 11:59 p.m. on the application due date.

OPTION 2:  The completed SCF General Grant Application can be mailed to the Saginaw Community Foundation at 1 Tuscola Street, Suite 100, Saginaw, MI 48607.  Mailed grant applications must be postmarked by the due date of the application.

OPTION 3:  The completed SCF General Grant Applications can be hand delivered to the Saginaw Community Foundation during typical office hours:  Monday-Friday 8 a.m. to 5 p.m.

Faxed applications will not be accepted.

## WHAT HAPPENS TO A GRANT PROPOSAL ONCE IT IS SUBMITTED?

There is nothing mysterious about the proposal review process.  Once your full proposal is received, the program officer will conduct a comprehensive review.  The Foundation reserves the right to review your application with community planning agencies, resource people, and/or other funding sources when we feel their input would be helpful in assessing your proposal and its potential significance.

Your application is then forwarded to a grants review committee for consideration. Committee members review the proposal and make a recommendation to the SCF Board of Directors to 1) approve the proposal as it stands, or with possible alterations or contingencies; 2) postpone the proposal; or 3) decline funding.

The review process for applications reviewed by FORCE, the Youth Advisory Committee of SCF, is slightly different. All applicants are invited to the FORCE grant review meeting to make a brief presentation on their project.

Applicants will be notified of the decision regarding your application within two months of the application deadline.