## COMMUNITY IMPROVEMENT INITIATIVE 2024
## GRANT APPLICATION

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

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

## 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, 2024.
- Submit completed application electronically to 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: _____

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## 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 7/1/2025): _____

**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:

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# 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:
  o Documentation substantiating project expenses (bids, quotes, etc.)
  o Most recent IRS 990 (first two pages only)
  o Applicant's current operating budget
  o 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 |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| **TOTAL PROJECT REVENUE:** | $ | |

**EXPENSES FOR PROJECT:**

| ITEM (MATERIALS, SUPPLIES, EQUIPMENT, ETC.) | ESTIMATED COSTS |
|---|---|
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| **TOTAL PROJECT EXPENSE:** | $ |

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## 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: