



***UNRESTRICTED FUND  
GRANT APPLICATION AND GUIDELINES***

Qualifying organizations include non-profits that are tax-exempt under Section 501(c) (3) of the Internal Revenue Service Code, schools, municipalities, and other governmental entities that serve a charitable purpose.

**WHAT WE FUND**

We fund programs and projects that focus on community service and development, recreation, social service, education, health and wellness, environment and the fine arts to benefit Shiawassee County.

**WHAT WE CANNOT FUND**

Generally, the Foundation will not fund routine operating expenses, fundraising drives, religious programs serving specific religious denominations, equipment, vehicles, individuals, political programs, loans and routine maintenance of an organization.

**OUR FUNDING PRIORITIES INCLUDE:**

- Reach as many people as possible in the county
- Assist organizations deliver services more effectively
- Enhance cooperation and collaboration
- Address community concerns
- Are change oriented or problem solving in nature
- Potential of leveraging additional grants from other sources

**GRANT POLICIES**

- Grants are made to organizations for programs/projects within Shiawassee County for “charitable purposes”. Charitable is defined broadly as a 501(c)(3) organization or as long as the grant is for a valid charitable purpose and qualifies under the grant policies and guidelines.
- Grants are awarded for specific purposes and projects covering a predetermined period of time.
- The Foundation will encourage participation of the community in project funding and will consider providing matching funds or challenge grants to stimulate increased response from other sources.
- All programs must be non-sectarian.
- Organizations may not apply more than once in any calendar year.

**Preference is given to projects which meet one or more of the following criteria:**

- Allow an organization to increase constituents served and/or provide current services in a more cost-effective manner.
- Promote youth activities related to charitable, scientific, literary or educational purposes.
- Encourage efficient use of current services and resources through collaboration, improved service delivery, and minimize or avoid duplication of services or programs.
- Promote community volunteerism and civic and community involvement through innovative approaches and techniques.
- Promote health and wellness.
- Focus on the under served sectors and/or diverse population of the community.

**The Foundation's review process pays special attention to the following:**

- For an ongoing activity, what will be its future source of funding?
- Is the applying organization well run, with an active and well-qualified board and a competent staff capable of implementing the proposed activity?
- What is the organization's financial condition and fiscal history?
- Are there more logical sources of funding than the Community Foundation?
- If the proposed activity were to be funded from several sources, would the amount that the Foundation is prepared to contribute significantly affect the program's likelihood of success?
- Is the proposed activity well conceived and is its budget realistic?

**Site Visit:**

- As part of the evaluation process, the Foundation reserves the right to conduct a site visit with all organizations receiving a grant.

**Accountability:**

- Within twelve months after a grant is received or upon completion of the program or project funded, whichever ever occurs first, a grant recipient must report on the expenditure of grant funds and the status of the project(s) supported.
- Final reports must also include the following:
  - Number of constituents served
  - Demographics of constituents served such as gender, age, race and socioeconomic status (when available)
- Any funds not spent for the specific purpose of a grant must be returned to the Foundation.

In considering grants, the Foundation operates without regard to age, race, religion, sex or national origin and awards grants only to organizations that observe similar nondiscriminatory policies.



**SHIAWASSEE**  
— COMMUNITY FOUNDATION —

**UNRESTRICTED GRANT APPLICATION**

**Date of Application:** \_\_\_\_\_

**Legal Name of Organization Applying:**

\_\_\_\_\_  
(Same as on IRS determination letter and as supplied on IRS Form 990)

**Year Founded:** \_\_\_\_\_ **Fiscal Year End:** \_\_\_\_\_

**Address:**

\_\_\_\_\_

**City / State / Zip:**

\_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Project / Program Name:**

\_\_\_\_\_

**Brief Purpose of Grant:** \_\_\_\_\_

\_\_\_\_\_

**Dates of Project / Program:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_ (range between \$1,000 and \$5,000)

**Total Project / Program Cost:** \$ \_\_\_\_\_

**Geographic Area Served:** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Title**

**ATTACHMENTS (one copy only):**

- A copy of your current 501(c)(3) IRS determination letter (if applicable)
- A list of the organizations governing body and officers.
- Most recent financial statement, independently audited if possible or your most recent IRS form 990
- Current annual operating and program budget.

**NARRATIVE:**

1. The specific purpose of this grant request
2. Target populations
3. Goals and objectives
4. What outcomes you hope to achieve
5. Timeframe of project/program
6. Specific plans including in-kind contribution of the organization, or other organizations participating and their roles
7. Long term strategies for funding at the end of the grant period

**EVALUATION**

Plans for evaluation including how success will be defined and measured, how results will be used/disseminated, willingness to complete the Community Foundation's final report. A statement about how you will acknowledge the support of the Community Foundation.

Please submit the application form to the address below or scan and email all documents to:  
*apps@shiacf.org*

**Shiawassee Community Foundation  
Att: Kimberly Renwick, Executive Director  
P.O. Box 753  
Owosso, MI 48867**

Please feel free to contact Kim at 989-725-1093 or email [Kim@shiacf.org](mailto:Kim@shiacf.org) with any questions.