

GRANT APPLICATION

COVER SHEET

1. Date of Application: _____

2. Legal name of organization applying _____
(Should be same as on IRS determination letter & Form 990)

Year Founded: _____ Current Annual Operating Budget: \$ _____

3. Executive Director/President: _____ Phone: _____

Contact person/title/phone number
(if different from exec. director/president): _____

Address (principal/administrative office): _____

City/State/Zip: _____

FAX Number: _____ *E-Mail Address: _____

4. **Project Name:** _____

Project Timeline: _____

Purpose of Grant (one sentence): _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Geographic Area Served: _____

5. _____
Signature, Project Coordinator _____ *Date* _____

Typed Name and Title: _____

Signature, Executive Director or Chairperson _____ *Date* _____

Typed Name and Title: _____

6. Did this organization receive a grant from DACF or its affiliates during the 2022 or 2023 grant cycle?
(do not include DACF Mini-grants/Community Impact Grants) Yes No

If yes, the previous year's project evaluation/final grant report documentation must be submitted to DACF in order for your organization to be considered for the current grant cycle.

For Office Use Only: Prior year final reports submitted: Yes No n/a

DACF support acknowledged in media communications and printed materials: Yes No n/a

Final reports include complete record of expenditure of the granted funds: Yes No n/a

GRANT BUDGET FORM

Below is a listing of standard budget items. Please provide the project budget in this format and in this order.

A. **Organizational fiscal year:** _____

B. **Time period covered by the budget below:** _____

C. **Expenses:** Include a *description and the total amount* for each of the following budget categories. **Grant funds cannot be used to cover travel expenses, salaries, deficits in operating budgets, or capital expenditures such as construction of buildings or maintenance.**

	Amount Requested From Dickinson Area Community Foundation	Total Project Expenses
Salaries	n/a	\$
Consultants and Professional Fees	\$	\$
Insurance	\$	\$
Travel	n/a	\$
Equipment	\$	\$
Supplies	\$	\$
Printing and Copying	\$	\$
Postage and Delivery	\$	\$
Rent	\$	\$
Utilities	\$	\$
Maintenance	n/a	\$
Marketing	\$	\$
Other (specify) _____	\$	\$
_____	\$	\$
_____	\$	\$
Total Amount Requested	\$	Total Project Expenses \$

D. **Revenue:** Include a *description and the total amount* for each of the following budget categories, **in this order; please indicate which sources of revenue are committed and which are pending.**

	<i>Committed</i>	<i>Pending</i>
1. Grants/Contracts/Contributions	\$	\$
Local Government	\$	\$
State Government	\$	\$
Federal Government	\$	\$
Foundations (itemize)	\$	\$
Corporations (itemize)	\$	\$
Individuals	\$	\$
Other (specify)	\$	\$
2. Earned Income	\$	\$
Events	\$	\$
Publications and Products	\$	\$
3. In-Kind Support	\$	\$
4. Other (specify)	\$	\$
5. Total Revenue	\$	\$

GRANT APPLICATION FORMAT

A. Narrative: (*This must accompany the Cover Sheet*)

1. Executive Summary
 - Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made (1-2 paragraphs).
2. Purpose of Grant
 - Statement of needs/problems to be addressed; description of target population and how they will benefit.
 - Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
 - Timetable for implementation.
 - Who are the other partners in the project and what are their roles?
 - Describe the qualifications of key staff and volunteers that will ensure the success of the program. Are there specific training needs for this project?
 - Long-term strategies for funding this project at end of grant period.
3. Evaluation
 - Plans for evaluation, including how success will be defined and measured.
 - How evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.
4. Budget Narrative/Justification
 - Grant budget: use the provided **Grant Budget Form**.
 - Grant Narrative/Justification: on a separate sheet, show how each budget item relates to the project and how the budgeted amount was calculated.
 - List amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted.
 - List of priority items in the proposed in the proposed budget, in the event that we are unable to meet your full request.
5. Organization Information
 - Brief summary of organization's history (no longer than one page).
 - Brief statement of organization's mission and goals.
 - Synopsis of current programs, activities and accomplishments.
 - Organizational chart, including board, staff and volunteer involvement.

B. Mandatory Attachments

1. A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status.
2. List of Board of Directors with affiliations.
3. List of names and qualifications of people responsible for this project.
4. Finances:
 - Organization's current annual operating budget, including expenses and revenue.
 - Most recent annual financial statement (independently audited, if available; if not available, attach Form 990)

Mail to: Dickinson County Area Community Foundation
220A East Hughitt St.
Iron Mountain, MI 49801
(906) 774-3131

Or email to: info@dickinsonareacf.org

Deadline: October 27, 2023

C. Additional notes to help you complete your grant application:

1. Grants are available to 501(c)3 non-profit organizations and to agencies or organizations that are affiliated with non-taxable organizations (i.e., schools, churches, cities) located in or servicing people in the Dickinson County area, Crystal Falls, and surrounding Michigan and Wisconsin areas. The purpose of providing grants to area nonprofits, schools, local government agencies, etc., is to enable those organizations to complete projects that they wouldn't be able to complete otherwise.
2. Your organization may not receive the full requested amount. As noted above under Budget Narrative/Justification, please include an explanation of how your organization will proceed with the project if the full amount of your request isn't available.
3. Grant selection committees will meet in November 2023. The DACF Board will vote on the grant committees' recommendations at the regular Board meeting on December 14, 2023.
4. If your grant application is approved, you will be required to sign a grant agreement and return it to DACF. **The grant money may not be used to pay for expenses that were incurred before the signed grant agreement is returned to DACF.** Grant checks will be distributed during the first quarter of 2024.
5. Grant final reports are due in October 2024 or upon completion of your project, whichever comes first. The current Final Report Form can be found on the DACF website.
6. The entire amount of the grant must be accounted for in the final report. If extenuating circumstances prevent the entire amount of the grant from being spent before the final report due date, you must request an extension by submitting a letter to the DACF Board. The DACF Board will consider your request at a regularly scheduled Board meeting. Grant extensions are considered on a case-by-case basis.
7. Grant money may only be used for purposes that are approved in the original grant request. If actual project expenses are lower than anticipated and there is grant money left over, **you must return the unused grant money to DACF.** If you wish to apply those funds to a part of the grant project that was not included in your original grant application, you **MUST** submit a request to DACF in writing and receive approval **BEFORE** the overage may be spent. This **MUST** be completed before the final report is due.
8. If your organization is considering a request of \$500 or less, you may wish to apply for a Community Impact Grant (formerly known as a Mini-grant). Community Impact Grants are available to area nonprofits, schools, local government agencies, etc. throughout the year and organizations may apply once every twelve months. The application form is only one page, and no final report is required. Community Impact Grants for \$500 are available because certain DACF donors have generously provided matching funds. Availability of matching funds may change over time.