



GRANT APPLICATION PROCEDURES

1. Complete GRANT APPLICATION COVER SHEET.
2. Complete GRANT APPLICATION.
3. Assemble required documents and supporting materials.
4. Complete GRANT APPLICATION CHECKLIST
5. Deliver GRANT APPLICATION CHECKLIST, COVER SHEET and completed GRANT APPLICATION (with required documents and supporting materials) to the South Haven Community Foundation by the applicable deadline (April 15 for Spring grants; October 15 for Fall grants).

"Note: Electronic transmission of your Grant Application Package to grants@southhavencf.org is required."

IMPORTANT

The South Haven Community Foundation will only consider grant applications (1) from organizations that have been recognized as non-profits (501(C)3) by the Internal Revenue Service or that are submitted by school systems or municipal governments; (2) for projects that benefit the greater South Haven community; and (3) that are complete and timely.

Please go to southhavencf.org for additional requirements and details.



SOUTH HAVEN COMMUNITY FOUNDATION GRANT APPLICATION PROCEDURES

GRANT APPLICATION CHECK LIST

(Your Grant Application package must contain the following)

- Completed Check List
- Completed and signed Cover Sheet
- Completed Application
- Required Attachments
 - Organizational chart
 - List of Officers and Directors
 - IRS 501(c)3 determination letter
 - Current (within 90 days) Certificate of Good Standing from state of MI.
 - Most recent Annual financial statements
 - Most recent periodic (monthly or quarterly) financial statements

The entire package must be transmitted electronically to -
grants@southhavencf.org. If you don't receive an acknowledgement of receipt
within several days, please contact the SHCF - info@southhavencf.org



SOUTH HAVEN COMMUNITY FOUNDATION GRANT APPLICATION PROCEDURES

GRANT APPLICATION COVER SHEET

APPLICANT ORGANIZATION:

- Mailing address:

- Physical address:

- Email: _____

- URL: _____

- Telephone: _____

- Fed EIN: _____

- Mission:

- Geographic area served:

- Is Applicant a 501(c)3 organization or a governmental entity? _____. If “NO” application cannot be considered.

CONTACT PERSON:

- Title: _____

- Email: _____

- Cell phone: _____

PROJECT:

- Summary:



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- Project dates: Start _____; Finish _____
- Collaborative partners: _____
- Amount requested: _____
- Total project cost: _____

REQUIRED ATTACHMENTS:

- Grant Application
- 501(c)3 determination letter from IRS
- Certificate of Good Standing from MI (dated within 90 days of Grant Application)
- Most recent annual financial report (income/expense and assets/liabilities)
- Most recent periodic (monthly/quarterly) financial report
- Explanation of any significant financial matters not reflected fully in Applicant's organizational chart above
- Applicant's officers and directors

NOTE: If grant request is approved in whole or in part Applicant is required to credit the SHCF in all materials regarding the project and to complete a Completed Project Report and provide photographs of the Project to the Foundation.

CERTIFICATION

Applicant certifies that its Grant Application, all attachments and other submitted material are accurate and agrees to meet all SHCF requirements.

Date: Applicant:

By: _____

Its: _____



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GRANT APPLICATION FORM

SUMMARY

- Describe Applicant and its history.
- Attach Applicant's organizational chart.
- What role does Applicant play in the greater SH community?
- Describe Project for which this grant is requested.
- Why is Applicant applying for this grant?
- How does Project relate to one or more of SHCF's priorities: Education, Economic Development; Arts and Culture.

PROJECT

- What needs/problems does Project address?
- Project's target population?
- Project's benefit to the community?
- Project's goals, measurable objectives and action plans?
- Anticipated barriers/challenges?
- New or ongoing Project? (If ongoing, describe history)
- Project timetable?
- Known similar projects and how Project differs?
- Partners? Describe planned collaboration.
- Required staffing and/or staff training for Project? How will these requirements be met?
- Will Project be continuing? If so, long-term funding strategy?



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PROJECT EVALUATION

- How will Project be evaluated?
- How will success be defined and measured?
- How will Project/evaluation results be used?

PROJECT BUDGET

- Complete Grant Application Budget form.
- If full amount of grant request is not funded, identify priority items.
- If grant request is not funded, will Project proceed? If so, list financial resources.

PREVIOUS GRANTS FROM SHCF

- List all Grants received and describe the granted projects.
- Start/Finish dates of the granted projects
- Has Applicant submitted Final Grant Summary for each of its prior grants?
(Must be submitted before this Application will be considered.)



SOUTH HAVEN COMMUNITY FOUNDATION GRANT APPLICATION PROCEDURES

GRANT PROJECT BUDGET FORMAT

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

Organizational fiscal year: _____

Time period this grant budget covers: _____

For a CAPITAL request, substitute your format for listing expenses. These may include: architectural fees, land/building purchase, construction costs, and campaign expenses.

Project Expenses: Provide the project costs for each of the following budget categories. Please detail total project costs and requested amounts. Do not include your organization's overhead.

Budget Categories	Requested Amounts	Total Project Costs
Salaries	\$ _____	\$ _____
Payroll Taxes	\$ _____	\$ _____
Fringe Benefits	\$ _____	\$ _____
Consultants and Professional Fees	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Printing and Copying	\$ _____	\$ _____
Telephone and Fax	\$ _____	\$ _____



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Postage and Delivery	\$ _____	\$ _____
Rent	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Maintenance	\$ _____	\$ _____
Evaluation	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
Total amount	\$ _____	Total project expenses \$ _____

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.

	<u><i>Committed</i></u>	<u><i>Pending</i></u>
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. Membership Income	\$ _____	\$ _____
4. In-Kind Support	\$ _____	\$ _____
5. Other (specify)	\$ _____	\$ _____
6. Total Revenue	\$ _____	\$ _____