



# FOUR COUNTY COMMUNITY FOUNDATION GRANT APPLICATION INSTRUCTIONS

Application deadlines are: January 1, April 1, July 1 and October 1

## ***REQUESTS FOR \$1,000 OR MORE (Complete Sections I, II, III and IV)***

## ***REQUESTS FOR LESS THAN \$1,000 (Complete Section IV and V)***

### **I. PROGRAM NARRATIVE**

- A. Statement of Purpose: What is the purpose of your project and what community issue(s) does it address?
- B. Project Plan: Specify the activities to be undertaken. Provide a timeline for the implementation and the completion date.
- C. Collaboration: Are you collaborating with other agencies on this project? If so, please indicate which one(s) and describe the collaborative efforts.
- D. Future Plans: Is this (or will this become) an ongoing project? If yes, please describe how you will support it in the future. Do you plan on requesting future funding from FCCF?
- E. Evaluation: Describe how you will assess and measure your project's success.

### **II. PROJECT BUDGET**

- A. Provide a comprehensive project budget.
- B. Two bids are required for items over \$500. If requesting funds for the higher bid, submit the rationale.

### **III. ADDITIONAL DOCUMENTATION**

- A. Annual budget and most recent financial statement (monthly, quarterly or year-to-date).
- B. List of your governing board.
- C. Attachments to establish the organization's credibility or to help clarify the project.

### **IV. REQUIRED DOCUMENTATION FOR ALL APPLICATIONS – Submit one copy of documents with the original application. These items are valid for one year. Refer to date submitted if applying again within a year. (Note: Public schools and governmental organizations do not need to submit this information)**

- A. Your mission statement
- B. Provide copy of the most recent IRS Form 990 or 990EZ.
- C. Provide copy of the IRS Tax Exempt Determination Letter.

### **V. ABBREVIATED DOCUMENTATION FOR REQUESTS UNDER \$1,000**

- A. Attach a brief project description. Include information about who, what, when, where and how.
- B. Project budget. Two bids are required for items over \$500. If requesting funds for the higher bid, submit the rationale.
- C. Background of your organization.

**SUBMIT one (1) original and 8 copies of application form with attachments (stapled, no cover).  
Include page numbers on all attachments**



Four County

community foundation

231 E. St. Clair  
P.O. Box 539  
Almont, MI 48003  
tel: 810.798.0909  
email: [nick@4ccf.org](mailto:nick@4ccf.org)  
web: 4ccf.org

# FOUR COUNTY COMMUNITY FOUNDATION GRANT APPLICATION

Grants must be received at the Foundation office by:  
January 1 • April 1 • July 1 • October 1

Submit one (1) original and eight (8) copies  
See grant application instructions with the same date as footer

Office Use:

Four County \_\_\_\_\_

HS/HY \_\_\_\_\_

21st Century \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Group/Organization Applying: \_\_\_\_\_

Federal Tax ID# \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Project Title: \_\_\_\_\_ Start-End Date: \_\_\_\_\_

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

Geographic Area Served: \_\_\_\_\_ Number Served: \_\_\_\_\_

\*\*\*\*\*

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ email: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\*\*\*

Government & Non-Profits: Has your agency received funding from FCCF? Yes  No

Schools: Have you personally been a contact person for funding from FCCF? Yes  No

If yes, list your four most recent grants:

<u>Project Name</u>	<u>Grant Number</u>	<u>Grant Amount</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

## TWO SIGNATURES ARE REQUIRED

Signatures acknowledge that this proposal is accurate and in compliance with your organization's policies.

Applicant's Name: \_\_\_\_\_

Official's Name: \_\_\_\_\_

Applicant's Title: \_\_\_\_\_

Official's Title: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official's Signature

\_\_\_\_\_  
Date