



Four County Community Foundation
Youth Advisory Committee

Group/Organization Grant Application

Applications must be typed or printed clearly in ink. Additional Sheets may be added if necessary. Complete all that applies to your project.

Name of Organization _____

Organization Address _____

City _____ State _____ Zip _____

Organization Phone Number _____

Contact Person at this Number _____

Name of Project Leader (Youth) _____

Name of Adult Sponsor _____

Title of Adult Sponsor, if applicable _____

Address of Adult Sponsor, if different from organization address _____

City _____ State _____ Zip _____

Phone Number _____

Project Title _____

Project Start Date _____ Project End Date _____

Geographic Area Served _____

Amount Requested _____ Total Project Cost _____

Have you ever personally received funding from Four County Community Foundation?
If so – list the project title, year, and grant number.

Revised: 01/01

Please attach typed explanations to the following questions.

1. PROGRAM DESCRIPTION

Describe the purpose of your project, the way in which it will be carried out, how often it will be provided, how many people will be served, and the location where the program is to be provided.

- a) Who will benefit most from this project?
- b) What is the expected date of completion?

2. PROJECT TEAM

Please list the number of persons involved in planning the program. Indicate how many are under 21 and give their ages. List the number and responsibilities of paid staff, if any, and volunteers who will be involved in the project; list any other organizations that will assist in the project.

3. EVALUATION

Please describe how you will determine whether you accomplished your purpose. Please note that if a grant is awarded, it will be necessary to submit a final report to the Four County Community Foundation Youth Advisory Committee upon completion of the grant period. Project visits may be requested.

4. FUNDING PLANS

Will this program continue in the future? If so, how will it be funded?

5. PROJECT BUDGET

Please present a detailed estimate of project costs. If project costs exceed your grant request, indicate the source(s) of other funds. (Use an additional page if needed).

6. CERTIFICATION

To the best of my knowledge and belief, statements in the attached application are true and correct: the document has been duly authorized by the governing body of the applicant organization and will comply with applicable laws, regulations, terms and conditions in effect at the time of grant.

I understand that the Foundation, in evaluating this grant application, may, if it deems appropriate, review any and all of the information submitted as part of this request with advisors of the Foundation's choosing.

_____ Signature of Adult Sponsor	_____ Date
_____ Signature of Youth Project Leader	_____ Date
_____ Signature of Adult Director or Principal	_____ Date

In signing this application, the adult director verifies that the applicant is a registered student organization and that the school/organization will act as fiscal agent for any monies awarded, or it is a non-profit organization with a 501(c)(3) IRS status.

Please submit an original application along with **eight additional copies and all attachments by**

January 1
July 1

April 1
October 1

Submit the completed application to:

Four County Community Foundation
Youth Advisory Committee
231 E. St. Clair
PO Box 539
Almont, MI 48003
Phone: (810) 798.0909
Fax: (810) 798.0908
E-mail: info@4ccf.org

Please reproduce as needed

Revised: 01/01

ADDITIONAL MATERIALS TO SUBMIT WITH APPLICATION

If a student organization:

- _____ 1. Copy of organization's constitution, bylaws, rules of procedure, or other proof of organizational structure.
- _____ 2. List of officers of the organization and the frequency of meetings.
- _____ 3. Current operating budget for your organization, signed by an officer.

If a nonprofit organization:

- _____ 1. Current operating budget for your organization, signed by an officer.
- _____ 2. Most recent monthly financial statement.
- _____ 3. Any attachments you feel will help establish organization's credibility or clarify your project.

If grant **exceeding \$1,000**, the following documents are requested:

- _____ 1. List of your governing board, with their addresses.
- _____ 2. Current operating budget for your organization, signed by an officer.
- _____ 3. Most recent monthly financial statement.
- _____ 4. 2 copies of most recent audit or IRS Form 990.
- _____ 5. 2 copies of IRS Tax Determination Letter (if applicable).
- _____ 6. Any attachments you feel will help establish organization's credibility or help clarify your project.



Grant Policies

Four County Community Foundation's Grant Review Committees and Board of Trustees will be guided by the following general policies and considerations:

1. The Foundation provides grants to individuals through designated scholarship funds and to nonprofit organizations and programs operating in the Four County Community Foundation service area which includes the communities of Almont, Armada, Capac, Dryden, Imlay City, Metamora, and Romeo.
2. Grants will be made to support progressive ideas in education, health, community, youth, and adult programs.
3. Grants will not be made for sectarian religious programs.
4. Grants will not normally be made for operating budgets, or for basic educational or municipal functions.
5. Grants are ordinarily made for one year.

Four County Community Foundation gives priority consideration to the following:

- Projects not adequately served by existing community resources.
- Projects which provide incentive for generating other funds and community resources.
- Projects which facilitate cooperation and collaboration between organizations,

If you have any questions about our grant policies and procedures or whether your project fits within our current priorities, please contact the Foundation office. We will be glad to discuss your proposed project.

Four County Community Foundation operates without discrimination as to age, race, religion, sex, handicap, or national origin in the consideration of grant requests.

Four County Community Foundation
231 E. St. Clair, PO Box 539
Almont, MI 48003
Phone: 810.798.0909 Fax: 810.798.0908