Using Award Spring to apply for a

Four County Community Foundation Grant

Grant Applications are due January 1, April 1, July 1, and October 1

Four County serves the following communities in MICHIGAN, USA:

- **Lapeer County: Almont, Attica, Dryden. Imlay City, and Metamora townships**
- **St. Clair County: Berlin, Emmett, Mussey, and Riley townships**
- **Macomb County: Armada, Bruce, Ray, Richmond, Shelby, and Washington townships**
- **Oakland County: Addison, Brandon, Oakland, Orion, and Oxford townships**

If you have grant request eligibility questions, please contact Kathy Dickens at 810-798-0909 or kdickens@4ccf.org

To Apply: https://4ccfgrants.awardspring.com/

General Information

- Legal Name of the Organization seeking a grant
- Organization Name (if different from above)
- Federal Tax ID Number
- Address
- City State Zip Phone
- Web address

Background Information

- Mission Statement
- Organization Classification (drop-down menu)
  - Government,
  - Non-Profit Organization
  - School
  - Other: if other, please describe
- Geographic Area Served (drop-down menu)

Contact Information

- Official Contact: First/Last Name, Title, Phone, Email
- Contact Information – Contact for this request: First/Last Name, Title, Phone, Email
- SCHOOL Personnel: Your Official Contact is your Superintendent. Authorization must come from the Superintendent.

Request Information

- Program Title
- Program Description Summary: In one sentence, describe the purpose of your program including the community issue(s) addressed. A full program description is required in the Attachments Section.
- Grant Request Amount: Use exact amount as described in your budget; do not round up.

- Total Program Cost: Include the total cost of your entire program.
- Number Served: The number of people who will be served during first year of your program.
- Program Start Date: The earliest program start date should be 30 days AFTER the request deadline.
- Program End Date: Your Final Grant Report is due 30 days after your program end date.
- Age Group Served (drop-down menu)
- Gender(s) Served (drop-down menu)
- Program Area (drop-down menu)

- Letter of Authorization: The Authorization Letter and Official Signature acknowledge that the proposal is accurate and in compliance with your organization's policies. An official is someone authorized to approve the program and Grant Agreement. This may include a superintendent, officers of a non-profit agency, or a governmental supervisor.

  Enter the name and email of the contact that is authorized to approve the Grant request.

Additional Information

- Collaboration: Indicate other agencies (if any) you are working with on this program. Describe your collaborative efforts, including financial support from other potential funders. All funding collaboration should also be clearly stated within your program budget.
- Evaluation of Success: How will you evaluate the success of your program? Describe one or two key outcomes you expect will result from your program. Describe how you plan to measure the success of your program. Focus on why your program is important to the community.
- NOTE: You are required to submit a Final Grant Report within 30 days of completion of your program. In writing the report, refer back to the key outcomes described above. Your Final Grant Report also requires high-quality digital photos showing people benefitting from your program, and a financial expenditure report. Take the time to collect these items throughout your program implementation.

Attachments

- Program Complete Description: Communicate clearly and precisely about the what, where, when, why, and how of your program. Use objective language to describe the community problem and how your program will address or solve the problem. Designate one or two key outcomes that will result from your program's activities. Describe how you will measure and record your outcomes. Always keep in mind your eventual goal. Every activity in your program should be evaluated on how it helps you achieve your ultimate goal.
- Program Line-Item Budget: A budget includes all revenue and expenses. Provide two estimates for expenses if you are requesting an amount greater than $1000. Screen-shots of catalog pages are not acceptable.
  You may use the **Grant Request Budget & Expense Report Form**, an excel sheet which can be edited, saved as a pdf, and uploaded with your request.
- IRS Form 990 or 990 EZ: Public schools and government agencies are exempt from this requirement.
- IRS Tax Exempt Determination Letter: Public school and government agencies are exempt from this requirement.
- List of Board of Directors: Public schools and government agencies are exempt from this requirement.
- Other Information: If you have additional information to include, you may attach it here.