Otsego County
community foundation

GRANTSEEKER GUIDELINES

The Otsego County Community Foundation (OCCF) welcomes grant requests from organizations located in the Otsego County community area for programs that address community needs. The Foundation's Board of Directors makes funding decisions, with input from the Grant Committee. Organizations are eligible to apply during each round of funding, but these applications must be for different projects.

WHO CAN APPLY
Nonprofit organizations, school-based programs, municipalities and other governmental units, and community projects that serve Otsego County.

WHAT WE FUND
Arts and culture, education, environment, community development, community services (e.g. human services, health and wellness programs), recreation, and youth services.

WHAT WE DON'T FUND
Ongoing organizational operating expenses, political campaigns, sectarian organizations, loan payments of deficit spending, and services supported by tax dollars.

OUR FUNDING PRIORITIES To make the most of our grant making dollars, we look for proposals that:

Help organizations deliver their services more efficiently

Enhance cooperation and collaboration among organizations

Address emerging needs or try a new approach

Encourage people to help themselves

Benefit a number of people

Avoid duplication of services

HOW TO APPLY Call our office to discuss your project and make sure it meets our funding criteria. Then, complete a simple grant application and submit it, along with required attachments.

WHEN TO APPLY
Applications accepted annually, deadline is January 31st for projects taking place after only May 1st of the current grant making year.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT:
Otsego County Community Foundation
P.O. BOX 344
Gaylord, MI 49734-0344
989-731-0597
contact@otsegofoundation.org

GRANT APPLICATION GUIDELINES

GRANT QUALIFICATIONS The Otsego County Community Foundation (OCCF) has a commitment to the people of the Otsego County area. Consideration is given to programs and projects having a positive effect on this geographic region.

Grants are made to nonprofit organizations exempt from federal taxation under section 501(c)(3) of the Internal Revenue Code; school-based programs; municipalities and other governmental units; and community projects that serve Otsego County.

Grants are not made to individuals, except in the form of scholarships.

Grants are generally given one-time only for specific purposes and will not be awarded to provide annual operating expenses or support.

Grants are made with the understanding the Foundation has no obligation or commitment to provide any additional support to the grantee.

Requests for support of projects presented by religious organizations will be considered if a general need is being met and the project does not promote the teaching of a particular church or denomination.

No grants may be used for any political campaign, or to support attempts to influence legislation of any governmental body other than through making available the results of nonpartisan analysis, study and research.

The Foundation operates without discrimination as to age, race, religion, sex, marital status, sexual orientation, disability or national origin in the consideration of grant requests, and will award grants only to grant seekers which do not discriminate as to age, race, religion, sex, marital status, sexual orientation, disability or national origin.

GRANT ADMINISTRATIVE POLICIES

Any organization seeking funding from the OCCF must fill out a Foundation grant application cover sheet and proposal.

Final decisions on all grant requests rests with the Board of Directors.

Grant seekers will be notified by the end of the month following a board meeting, if their request has been approved.

If a grant has been approved, the recipient organization will enter into a Grant Agreement with the Foundation. This Agreement fully explains the rights and responsibilities of the grantee.

When the grant funds are needed, the grantee must inform the Foundation office in writing.

All organizations receiving grants from the Foundation during any fiscal year of the Foundation may be required to attend the Board of Directors Annual Meeting. At this meeting, grantees may be asked to present a brief report of how their grant monies were used and what their grant accomplished.

GENERAL INFORMATION

Due to limited resources, the Foundation does not consider more than one proposal from the same organization within one granting period, per the attached schedule.

Regrettably, many more grant requests must be denied than approved. The Foundation receives requests far in excess of available funds.

The Foundation appreciates recognition of its grants through announcements in written materials. However, directors, volunteers and staff cannot accept gifts, plaques or gratuities.

The Foundation discourages personal interviews with individual directors and Grants Committee members. Any discussion or indication of interest initiated by a Director, Grants Committee member or Foundation staff member prior to or after submission of a request shall not be construed as a commitment in support of the request.

The Foundation's Board of Directors reserves the right to waive any points listed in general information, grant qualifications, grant guidelines or grant administrative policies, if in its opinion, the majority of our community would be better served.

Form letters are neither reviewed nor acknowledged.

HOW TO APPLY

To discuss your project and apply for a grant, please contact the Foundation's Executive Director. You will receive grant proposal deadlines, a grant application cover sheet and proposal instructions.

Submit four (4) copies of the grant application cover sheet, full proposal and one (1) copy of the required attachments. Applications must be received by 5:00 p.m. on January 31st of the current grant-making year. Please double space proposals. An interview or site visit may be scheduled to discuss your project.

OCCF encourages, but does not require, that an electronic copy of your completed grant application cover sheet, proposal narrative and budget sheet be emailed to the Foundation's Executive Director. (This facilitates distribution of these items to the Grants Committee by Foundation staff for our review process.)

Unless otherwise directed by the Foundation, please do not send audiocassette tapes, videotapes or DVDs as part of your proposal packet.

RATINGS CRITERIA:

In reviewing grant applications, the Foundation gives careful consideration to:

The potential impact of the request and the number of people who will benefit.

An imaginative and experimental approach.

The extent of local volunteer involvement and support for the project.

The commitment and composition of the requesting organization's directors or trustees.

The degree to which the applicant works with or complements the services of other community organizations in an attempt to eliminate duplication of services.

The organization's fiscal responsibility and management qualifications.

The possibility of using the grant as seed money for matching funds from other sources.

The ability of the organization to obtain the necessary additional funding to implement the project.

The ability of the organization to provide ongoing funding after the term of the grant has expired.

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GRANT APPLICATION COVER SHEET

This Grant Application Cover Sheet MUST be submitted when filing a formal grant proposal.

Legal Name of Organization:
_____

(As it appears on IRS determination letter and IRS Form 990)

Mailing Address: _____ City: _____ Zip:_____

Name and Title of Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Project Name: _____

Mission Statement of the Organization:

_____
_____

Year Founded: _____ Purpose of Grant (describe project in one sentence): _____

_____

What is the total cost of the project for which you are requesting funds? $_____

What is the current operating budget of the organization? $_____

How much is requested from the OCCF? $_____

Has this request been approved by the Board of your organization? Yes _____ No _____

Does your organization have tax-exempt status under section 501 (c)(3) of the IRS Code?

Yes*_____ No _____ (*If "Yes", attach a copy of the ruling.)

This form must be signed by the organization's chief administrator AND elected president or chairperson. Any other information you feel is pertinent can be placed on the back of this page.

_____	_____
Signature Date	Signature Date
_____	_____
Name/Title (printed)	Name/Title (printed)

DEADLINES: January 31st of current grant making year.

IF YOU HAVE QUESTIONS PRIOR TO SUBMITTING THIS APPLICATION, REGARDING YOUR PROPOSAL FITTING WITHIN THE OCCF GUIDELINES, PLEASE CONTACT THE OCCF OFFICE @ (989-731-0597) OR EMAIL contact@otsegofoundation.org

RETURN THIS APPLICATION TO:
Otsego County Community Foundation
P.O. BOX 344
Gaylord, MI 49734-0344

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PROPOSAL FORMAT

GENERAL GUIDELINES:

Please limit the final proposal narrative to no more than eight (8) pages.

Submit four (4) copies of the proposal and application form, and one (1) copy of the attachments.

Type or print the proposal, double spaced, and paper clip it together, rather than placing it in any type of folder, notebook or binder.

PROPOSAL OUTLINE:

Description of Applicant Organization

Briefly describe the organization's history, mission, purposes, staff qualifications, goals, programs and major accomplishments.

Project Description

Statement of need and target population. Identify and document the need to be addressed by the proposed project, and who will be affected.

Project Plan

Goals (goals are broad and ambitious statements).

Objectives (objectives are specific and measurable). State what you expect to accomplish during the project.

Activities – What major activities will be used to accomplish the project's objectives? Present an implementation plan describing how the needs will be addressed. Please list other organizations participating in the project and their roles.

Evaluation Plan – How will the objectives be measured to determine if they have been successfully accomplished? How will data or information be collected to evaluate the project over the long term? Will evaluation results be used and/or disseminated and, if appropriate, how will the project be replicated?

Timetable – When will each project activity start and end?

Budget

Project Budget – Using the Application Budget Sheet, provide an itemized budget for the project for which funds are requested, identifying expenses and sources of income. Please list amounts requested of other Foundations, corporations, and other funding sources to which this proposal has been submitted. Please explain any unusual budget items in your Proposal Narrative.

Ongoing Funding – How will the project be financed over the long term?

Organization Budget – Submit your organizations' current year overall budget.

ATTACHMENTS:

Items to be attached to each grant proposal (one copy)

- Membership list, or roster of your current board members and their affiliations.
- Statistical report on the services provided by your organization in the past year. How many people were served? Please include demographic information regarding your organization's clients, staff and board.
- A list of advisory and/or other committee members and their affiliations, if appropriate.

Information to be attached in addition to the proposals (one copy of each)

- Most recent annual financial statement, audited report, or audit review letter. An audit is preferred, when available.
- Letters of support. Letters of support are optional and, if included, should be used to verify project need and the ability of your organization and staff to achieve the project goals.
- Letters of cooperation from other organizations, if appropriate to your project.
- Brochures or other attachments you feel are important to include.
- Annual report, if available.

Questions may be directed to OCCF office at 989-731-0597 or email contact@otsegofoundation.org. Please return the Grant Application Cover Sheet, Grant Proposal Narrative, Budget Sheet and Attachments by January 31st.

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community foundation

Grant Application Budget Sheet

Project Name: _____

Time Period Budget Covers: _____

Total Cost of Project: $_____; OCCF Amount Requested: $_____

BUDGET DETAIL

	OCCF Amount Requested (Col. A)	**Other Funding Available for Project** (Col. B)	**Total Cost** (total of Col. A + Col. B)
(Sample Line Item)	$500.00	$250.00	$750.00
Salaries			
If not salaried staff: • Total Hours____ • Hourly Rate____			
Insurance			

Travel Distance:_____ Mileage Rate: _____ Rental Fees: _____			
Equipment *(provide an itemized list)*			
Supplies *(provide an itemized list)*			
Printing and Copying			
Telephone/Fax/Postage			
Marketing & Publicity			
Other *(provide an itemized list)*			
Budget Totals			

Additional Funding for Project: $_____ (should equal Total shown for Column B above)

Funding Source	**Amount of Funding This Source is Providing**	**Type of Funding** (Is this source providing Actual $ OR an "In-Kind" donation of goods & services to this project?)

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