Ionia County Community Foundation
GENERAL GRANT APPLICATION GUIDELINES

PRIORITY AREAS

The Ionia County Community Foundation makes grants to organizations that benefit residents in the county of Ionia. Primary consideration will be given to projects that are community-based, family-oriented, and impact a broad number of residents.

APPLICATION PROCESS

Grant applications must be submitted electronically using the grant portal by **5:00 pm on December 31st.** Applicants are notified of the Fund's decision by February 28th. Grand Rapids Community Foundation processes grant payments electronically. Partners who have not signed up to receive electronic payments will be required to do so before payment is processed. All partners are required to complete a progress report within two months of the project end date provided in the application.

ELIGIBILITY

501(c)(3) nonprofit organizations, government entities (including schools), or community groups with fiduciaries may apply for grants for programs that benefit residents in Ionia County. Applications from religious organizations for non-religious purposes will be considered. Grant proposals for religious purposes, individual scholarships, salaries, or wages will not be supported.

Grant recipients are required to do a press release and/or public announcement acknowledging the Fund and including photographs of the project (if applicable).

HELPFUL HINTS

Grant proposals should assist the applying organization to implement a project or program that benefits a broad segment of the community. The proposal should:

- Have clear goals, address an identified issue, and make a significant difference.
- Impact a significant number of residents from Ionia County.
- Avoid duplication with other projects and programs in the community.
- Describe partnerships and funding sources supporting the project.
- Use requested funds to impact residents directly.

The online application includes a project budget. List all expenses and income sources for your project and specify EXACTLY how grant funds will be used.

NEED HELP?

- For questions about the content of your proposal, contact Brian Talbot at BTalbot@MercBank.com
- For technical assistance with the online grant application, contact Keri Jaynes at KJaynes@GRFoundation.org or 616.284.4911.

GRANT APPLICATION QUESTIONS

Apply online through our grant portal. Visit GRFoundation.org/GrantPortalSupport for instructions and video tutorials.

New applicants must create an organization account. All applications begin with review of your Organization Profile, which requires a listing of board members, an organization description, primary contact, as well as current and last year's annual budget amounts. Once your profile changes are submitted, you can proceed to the application.

Applications require a brief project description, project start and end dates, and project budget. Applications also require uploaded financial documentation. Examples of what you can provide include internal financial statements (balance sheet, cash flow statement, etc.), Form 990, or audited financial statements. The application requires narrative responses to the following questions:

Executive Summary

- Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

Purpose of Grant

- Please provide a statement of needs/problems to be addressed and a description of target population and how they will benefit.
- Please provide a description of project goals and objectives (measurable, if possible) and statement as to whether this is a new or ongoing part of the organization.
- What are your timetables for implementation?
- Who are the other partners in the project and what are their roles?
- Please acknowledge similar existing projects or agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.
- Describe the active involvement of constituents in defining problems to be addressed, making policy, and planning the program.
- Describe the qualifications of key staff and volunteers that will ensure the success of the program. Are there specific staff training needs for this project?
- What are the long-term strategies for funding this project at the end of grant period?

Evaluation

- What are your plans for evaluation, including how success will be defined and measured?
- How will evaluation results be used and/or disseminated and, if appropriate, how will the project be replicated?
- Please describe the active involvement of constituents in evaluating the program.