



Ionia County

community foundation

An affiliated fund of the Grand Rapids Community Foundation

# 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-orientated, and impact a broad number of residents.

### APPLICATION PROCESS

Grant applications must be submitted online through [Grant Central](#) by **5:00pm on December 31<sup>st</sup>**. Applicants are notified of the Fund's decision by February 28<sup>th</sup>.

### ELIGIBILITY

Non-profit organizations (including churches, schools, government agencies, and community groups with a 501(c)(3) non-profit status) 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](mailto:BTalbot@MercBank.com).
- For technical assistance with the online grant application, contact Keri Jaynes at [KJaynes@GRFoundation.org](mailto:KJaynes@GRFoundation.org) or 616.284.4911.

## GRANT APPLICATION QUESTIONS

The grant application must be completed online at <https://GrantCentral.SmartSimple.com>. The application requires the submission of a budget and 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.