Lowell Area Community Fund
GENERAL GRANT APPLICATION GUIDELINES

PRIORITY AREAS

The Lowell Area Community Fund gives grants to organizations that assist in fulfilling its mission to assure community cooperation and participation that supports a healthy, dynamic community. The fund places an emphasis on broad educational initiatives, but also supports initiatives in the areas of arts & culture, community development, environment, health, human service, and recreation. The Lowell Area is defined as the City of Lowell, the Township of Lowell, and Vergennes Township.

APPLICATION PROCESS

Grant applications must be submitted electronically using the online portal by **5:00pm on the application due date.** Annual application schedule:

Application Due Date	Decision Finalized *
First Friday in January	February 28
First Friday in May	June 30
First Friday in September	October 31

* Advisory Committee members will inform applicants of the final outcome after these dates. Please do not discuss pending applications with committee members prior to the decision being finalized.

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 the City of Lowell, the Township of Lowell or Vergennes Township. The Fund values projects that promote inclusiveness and that do not discriminate in hiring of staff or providing services on the basis of race, gender, religion, marital status, sexual orientation, age, national origin or disability. Applications from religious organizations for a non-religious purpose will be considered. Grant proposals from religious organizations for a religious purpose and proposals to fund scholarships for individuals will not be considered.

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 the City of Lowell, the Township of Lowell or Vergennes Township.
- Avoid duplication with other projects and programs in the community.
- Use requested funds to impact residents directly.

NEED HELP?

- For questions about the content of your proposal, contact Chantal Pasag, program officer, at CPasag@GRFoundation.org or 616.284.4924
- For technical assistance, contact Keri Jaynes, grants manager, at KJaynes@GRFoundation.org or 616.284.4911

GRANT APPLICATION QUESTIONS

The grant application must be completed online. The application requires submission of a budget and narrative responses to the following questions:

Need: What need is being addressed by this project, and why is it needed?

Plan: Specifically explain how your project will be conducted or implemented. Describe how the grant money will be used.

Impact: Describe how this project will impact area residents and who will benefit from it. Describe specifically who will be served by your project.

Project Management: Name the groups and/or individuals who have agreed to manage the project. What are their qualifications to manage this particular project?

Evaluation: If funded, your project must be assessed for impact, effectiveness, and efficiency. Describe specifically the assessment tool(s) you will use to find out if the project was a success, and when you expect that data to be available. (Note: Grant recipients are asked to write follow-up progress reports and evaluation data is very important.)

Community Cooperation:
- List the area groups and partners who have agreed to support your project. Please include names and affiliations. Describe specifically the nature of their collaboration on this project.
- Provide program participant demographic information. Check any boxes that apply to those who will participate in the program:
    - Asian or Asian American
    - Bi-Racial/Multi-Racial
    - Black or African American
    - Latino or Latin American
    - Middle Eastern or North African
    - Native American or Alaska Native
    - Native Hawaiian or Pacific Islander
    - White or European American
    - Demographic Information Not Collected

Sustainability: If this proposal is not fully funded, will you be able to complete the project? If so, where will you find the funding?

Budget: List all sources of revenue, amounts, as well as if funding sources are prospective or committed. Please also list all expenses and amounts, and specify EXACTLY how grant funds will be used. Applicants will have the option to manually enter their budget information or upload an existing budget document.