



Jackson

community foundation™

For good. For ever.™

Applicant's Federal Tax ID #:

\_\_\_\_\_

Grant Application (Grants Under \$5,000)

Name of Applicant/Organization \_\_\_\_\_

Address \_\_\_\_\_

Executive Director Name \_\_\_\_\_

Contact Person Name and Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

Title of Proposal \_\_\_\_\_

Amount Requested \_\_\_\_\_ Will you accept partial funding?  Yes  No

Does your organization have 501(c)3 nonprofit status?  Yes  No Tax ID# \_\_\_\_\_

Authorization:

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

There are several grantmaking options within the Jackson Community Foundation; we suggest that you familiarize yourself with the Mission, Beliefs, and Grantmaking categories before proceeding. This information is available on our website, [www.jacksoncf.org](http://www.jacksoncf.org). Once you review the website and the grantmaking categories, please select the most appropriate response from the following lists:

This grant application should be considered a (Choose only one category.):

Community Partner-Unrestricted Community Needs Grant

X  Youth Advisory Committee Grant

Donor Advised Fund Grant

The Jackson Community Foundation tracks grantmaking using the following categories. For this proposal, select one primary area of focus and one secondary area of focus:

Primary:

Arts & Culture

Economic & Community Development

Health & Human Services

Education

Environmental Quality

Other: \_\_\_\_\_

Secondary:

Arts & Culture

Economic & Community Development

Health & Human Services

Education

Environmental Quality

Other: \_\_\_\_\_

**The following beliefs guide the Jackson Community Foundation in its work. Please select all that apply to your current project. You must be able to justify your selection within your proposal.**

- A healthy community is based on self-sufficient individuals and families who are themselves healthy, caring, and responsible.
- Lasting positive change includes active citizen involvement at the grassroots neighborhood level.
- The most effective means of solving community problems are comprehensive community-wide strategies that focus on prevention and are targeted at root causes.
- Wise use of community resources requires being accountable for measurable outcomes.
- Excellence in the delivery of nonprofit programs and services requires a commitment to both mission and management.
- A diversity of individuals, organizations and perspectives is essential to any effective community building effort.
- Strategies that build on community assets and strengths rather than focusing on deficits and weaknesses are most effective.
- Respect for and development of local leadership and traditions strengthens the community.
- A community-wide commitment to lifelong learning, development and growth for all citizens is essential to sustaining a healthy community.

**Forward 15 unbound, single sided copies of this grant application to:**

Attn: Christine Taylor  
 Jackson Community Foundation  
 One Jackson Square, Suite 308  
 Jackson, MI 49201  
 (517) 787-1321 ~ Fax (517) 787-4333

Grant Deadline*	Award Notification
January 15 <sup>th</sup> by 5:00 pm	Mid-March
September 15 <sup>th</sup> by 5:00 pm	Mid-November

- \* **If a grant deadline falls on a weekend or holiday the application package is due the first business day following the deadline.**
- \* **The Youth Advisory Committee accepts grant proposals September through April.**
- \* **The Donor Advised Fund Committee and the Field of Interest Fund Committee accepts grant proposals throughout the year.**

**Jackson Community Foundation  
Grant Application Narrative**

1. **What is the proposed time frame for the project?**
2. **Summary:** In less than 100 words summarize your proposal. (If funded, this will be used for media releases, etc.)
3. Please use the following format to describe the issue you wish to address with this proposal, **limiting the description to two additional pages or less:**
  - a. **What is the issue and/or need that you will address?**
  - b. **How will you address the issue/need?**
  - c. **What will be accomplished through this project?**
  - d. **How do you plan to evaluate your success?**
  - e. **If your grant is an ongoing program or activity, how will funding be secured for continuation?**
4. **Attachments-Include with all 15 copies:**
  - a. **Budget**
    - i. Attach a project budget including other funding sources. Specify the amount of your overall annual operating budget. See attached format.
    - ii. Attach a copy of your Annual Operating Budget, or a Statement of Financial Position.
  - b. **Letters of support** (Include one copy with original application package)
    - i. 1 required, not more than 2 accepted
    - ii. When selecting a constituent to submit a letter of support choose someone who will be able to 'highlight the best qualities' of your proposal.
5. **Attachments-Include one copy with original application packet only:**
  - i. Most recent Annual Audit or form 990, if appropriate
  - ii. Agency Conflict of Interest Policy for board members
  - iii. Up-to-date Charitable Solicitation License



**Jackson County**  
community foundation

BUDGET FORMAT-GRANTS UNDER \$5,000

Please provide the project budget in this format and in this order:

- A. Organization's fiscal year: \_\_\_\_\_
- B. Time period this budget covers: \_\_\_\_\_
- C. **Expenses:** Include the total amount for each of the following budget categories. Please be as specific as possible. Include expenses that will be covered by sources other than the Community Foundation. Total project expenses should be equal to the total project income. Use the first column to describe the budgeted item, the second column to enter the dollar amount requested from JCF, and the third column to indicate the total dollar amount budgeted for a specific item.

Expenses, i.e. salaries, supplies, etc.	Amount requested from JCF	Total project expenses
<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>

- D. **Revenue:** Include the total amount for each of the following budget categories. The Summary of Project Income can include fundraisers, in-kind contributions, grants, etc. Then indicate the amount of income from each of the sources, and whether they are committed or pending.

Summary of Project Income	Amount Committed	Amount Pending
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>