

Cadillac Area

community foundationSM

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Cadillac, MI 49601
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CADILLAC & KELLOGG FOR YOUTH COMMITTEE
GRANT APPLICATION FORM

BACKGROUND: The Cadillac & Kellogg for Youth Committee are an advisory committee to the Cadillac Area Community Foundation Board of Trustees. This Committee is made up of area youth as well as representatives from the community and the Board of Trustees. The Cadillac Area Community Foundation has established a permanent, endowed Youth Fund from which grants are awarded annually for youth projects and programs.

GOALS OF THE YOUTH COMMITTEE: The purposes of the Youth Committee are to train young people in decision-making skills, to provide a forum for youth interests and needs, to commit resources for youth projects and programs, and to involve youth in both volunteerism and philanthropy.

GRANT APPLICATIONS: Proposals for Grant Applications will be accepted throughout the calendar year *except* during the months of June, July and August. From the date of Application, please allow approximately 60 days to receive a written response as to the status of your Application. Those Grant Applications that are approved for funding are eligible to receive funding upon written request to the Executive Director of the Cadillac Area Community Foundation during the calendar year in which approval is granted.

ELIGIBILITY, CRITERIA, & USE OF GRANT FUNDS: Grants shall be awarded based on selections and recommendations by the Youth Committee, and they shall be awarded to qualified non-profit organizations. Priority consideration will be given to Applicants that:

- * Demonstrate an innovative, unique project or program for young people within the Cadillac Community and its surrounding area;
- * Identify specific needs or interests of young people, with a project or program designed to meet these needs or interests;
- * Illustrate creative uses for grant money to enhance youth learning, leadership, and growth in our area.

GRANT FUNDS SHALL BE USED FOR YOUTH PROJECTS OR PROGRAMS SPECIFICALLY.

CADILLAC & KELLOGG FOR YOUTH COMMITTEE
GRANT APPLICATION FORM

PLEASE PREPARE AND SUBMIT 24 COPIES OF YOUR GRANT APPLICATION USING THE FOLLOWING FORMAT. GRANT APPLICATIONS MAY BE SUBMITTED MONTHLY DURING THE CALENDAR YEAR EXCEPT DURING THE MONTHS OF JUNE, JULY, AND AUGUST. ALLOW UP TO 60 DAYS FOR RESPONSE. **YOU ARE ENCOURAGED TO MEET WITH A STAFF MEMBER OF THE FOUNDATION PRIOR TO SUBMITTING YOUR GRANT APPLICATION.**

1. NAME OF ORGANIZATION.
2. ADDRESS & TELEPHONE NUMBER OF ORGANIZATION.
3. PRESIDENT & DIRECTORS OR TRUSTEES OF ORGANIZATION.
4. NAME, ADDRESS, AND TELEPHONE OF KEY CONTACT PERSON.
5. ORGANIZATIONS IRS TAX-EXEMPT STATUS. PROVIDE PROOF OF STATUS.
6. NUMBER OF YEARS ORGANIZATION HAS BEEN FORMED.
7. ARE YOU A UNITED WAY AGENCY?
8. TOTAL AMOUNT OF GRANT FUNDS REQUESTED FOR THIS PROGRAM.
TOTAL AMOUNT OF FUNDS REQUESTED IN THIS APPLICATION.

IF COST OF PROGRAM IS GREATER THAN FUNDS REQUESTED, WHAT OTHER SOURCES OF FUNDING DO YOU INTEND TO USE FOR THIS PROGRAM?

9. IS THIS A ONE-TIME PROGRAM OR ON-GOING?

IF ONGOING, HOW WAS IT FUNDED IN THE PAST? HOW DO YOU INTEND TO OBTAIN FUNDS FOR IT IN THE FUTURE?

IF THIS IS A NEW PROGRAM, HOW WILL YOU FUND IT IN THE FUTURE?

10. GENERAL DESCRIPTION OF THE GOALS, OBJECTIVES, AND A BRIEF HISTORY OF THE ORGANIZATION.
11. SPECIFIC DESCRIPTION OF THE PROJECT/PROGRAM FOR WHICH YOU ARE SEEKING THIS GRANT. EXPLAIN THE GOALS AND OBJECTIVES, IDENTIFY THE NUMBER OF YOUNG PEOPLE THAT WILL BE REACHED WITH THIS PROJECT/PROGRAM, HOW YOU INTEND TO REACH THEM, HOW THE

PROJECT/PROGRAM WILL MEET YOUR GOALS AND OBJECTIVES, AND WHAT IS INNOVATIVE OR UNIQUE ABOUT THIS PROJECT/PROGRAM.

12. WHY IS THIS PROJECT/PROGRAM IMPORTANT OR NEEDED?
13. IF THIS APPLICATION IS NOT APPROVED, WHAT OTHER SOURCES OF FUNDING ARE AVAILABLE TO YOU?
14. ARE OTHER AGENCIES/ORGANIZATIONS/INSTITUTIONS PROVIDING SIMILAR PROJECTS/PROGRAMS OR ADDRESSING THE NEEDS OR INTERESTS OF YOUTH IN SIMILAR MANNERS TO THE PROJECT/PROGRAM FOR WHICH YOU ARE SEEKING FUNDING?

IF YES, PLEASE EXPLAIN AND DISCUSS HOW YOUR PROJECT/PROGRAM IS DIFFERENT OR HOW IT WILL ENHANCE/COMPLIMENT OTHER PROJECTS. WILL YOU CO-ORDINATE AND/OR COMMUNICATE YOUR EFFORTS WITH THOSE INVOLVED IN SIMILAR PROJECTS/PROGRAMS? IF SO, EXPLAIN HOW.

15. EXPLAIN WHAT EXPERIENCE/QUALIFICATIONS YOUR ORGANIZATION HAS TO IMPLEMENT AND COMPLETE THIS PROJECT/PROGRAM. IF OUTSIDE SOURCES ARE REQUIRED, EXPLAIN & IDENTIFY.
16. PROVIDE A DETAILED, ITEMIZED BUDGET FOR THIS PROJECT/PROGRAM. INCLUDE IN-KIND CONTRIBUTIONS.
17. SPECIFICALLY DESCRIBE THE CRITERIA AND PROCESS BY WHICH YOU INTEND TO EVALUATE THE SUCCESS OF YOUR PROJECT/PROGRAM.
18. INCLUDE ANY ADDITIONAL COMMENTS OR INFORMATION YOU WISH TO ADD TO THIS APPLICATION.

NOTES

If any of your Officers/Directors/Trustees, or any of their immediate family members serve also on the Board of Trustees for the Cadillac Area Community Foundation, please indicate this in your application.

If this Grant Application is approved for funding, you will be required to enter into a Grant Agreement, and you must meet the conditions of the Grant Agreement before funds can be disbursed.

PLEASE MAIL YOUR GRANT APPLICATION TO:

Cadillac Area Community Foundation
P.O. Box 102
Cadillac, MI 49601