

**CADILLAC AREA COMMUNITY FOUNDATION**  
Post Office Box 102, Cadillac, Michigan 49601  
Telephone 231.775.9911 Email cacf@cadillacfoundation.org

**TRUSTEE APPLICATION GRANTMAKING GUIDELINES**  
**TRUSTEE GRANT PROGRAM CHECKLIST**

The Cadillac Area Community Foundation accepts Trustee Grant Applications from January 1 - March 31, and June 1 - August 31. Qualified applicants will be nonprofit groups and/or organizations that hold a 501 ( c ) ( 3 ) status. Consideration is given to organizations and projects that make a substantial contribution toward the quality of life in the Cadillac area. The geographic focus of the Trustee Grant Program is specifically the City of Cadillac and its four surrounding townships.

The Cadillac Area Community Foundation typically awards grants in six fields of interest: culture and the arts, economic development, education, environment and recreation, health, and human services. The general purpose is to promote the quality of life through creative and innovative programs. Priority will be given to areas of endeavor that reflect the following characteristics:

- Potential impact of the request and number of people who will benefit.
- Imaginative and experimental approach to problem-solving.
- Extent of local volunteer involvement and support for the project.
- Commitment and composition of the requesting organization's directors and staff.
- Degree to which the applicant works with/compliments other organizations to eliminate duplication of services.
- Organization's fiscal responsibility and management policies.
- Possibility of using the grant as seed money for matching funds from other sources.
- Ability of the organization to obtain additional funding (if necessary) to implement the project.
- Ability of the organization to provide ongoing funding after the term of the grant.
- Develops new solutions to community challenges/needs.
- Increases the effectiveness of a nonprofit's activities.
- Encourages civic development and volunteerism.

Normally, grants will NOT be made for

1. General operating support.
2. Endowments.
3. Fund-raising campaigns.
4. Sectarian or political programs.
5. Grants to individuals (except as allowed by law or funds so designated).
6. Conferences.

Grant Applications shall be reviewed by the Cadillac Area Community Foundation's Board of Trustees within 60 days of the deadline for applications. If the Grant Application is approved for funding, the Grantee will be required to enter into a Grant Agreement. This Agreement specifies responsibilities of Grantees. Complete Application "A" for grants greater than \$1000. Complete Application "B" for grants of \$1000 or less.

**PLEASE NOTE FOR APPLICATION "A":** Provide 11 copies of your completed cover sheets and application and attach the required exhibits. They include a detailed and itemized budget specific to the program/project for which you are requesting grant funds, an evaluation process that will be used at the conclusion of the program/project, your most recent financial statement or federal tax-filing information, and a list of your officers, directors, and trustees. Please designate those who serve, or immediate family members who serve, on any Advisory Committee and/or Board of the Cadillac Area Community Foundation. You only need to supply one copy of your organization's IRS tax-exempt status letter and one copy of your Operating Budget for your current or previous year and a Balance Sheet and Asset Statement. Explain your Source of Funds for the previous year(s) and your current Source of Funds, and detail what Assets are available to you.

**PLEASE NOTE FOR APPLICATION "B":** Provide 11 copies of your completed application and attach 1 copy of your organization's IRS tax-exempt status determination letter, and 1 list of your officers, directors, and trustees. Please designate those who serve, or immediate family members who serve, on any Advisory Committee and/or Board of the Cadillac Area Community Foundation.

**TRUSTEE GRANT APPLICATION - A**  
**CADILLAC AREA COMMUNITY FOUNDATION**  
Post Office Box 102, Cadillac, Michigan 49601  
Telephone 231.775.9911 Email [cacf@cadillacfoundation.org](mailto:cacf@cadillacfoundation.org)

Please submit one original and ten copies of the grant application.  
Please print or type the information requested below.

**General Information**

Organization Name:	President:
Street Address:	Contact Name/Title
Mailing Address:	Phone Number:
E-Mail:	Website:
Year Founded:	Tax Identification Number:
Amount Requested:	
Project Title (one sentence):	
Brief Summary of Project including Geographic Area served and number of Community Members served:	
Previous Grants Received from the Cadillac Area Community Foundation including the Year, Amount, and Project Title. (Please use additional sheet of paper if necessary.)	

## Board Information

Members of Board of Directors (with titles) and your Executive Director (Please list on a separate sheet and indicate if members are paid).
Number of Board of Directors Meetings Held in the Last Year
Average Number of Members Attending Board of Director Meeting

## Financial Information

<b>Last Fiscal Year Began:</b>	<b>Last Fiscal Year Ended:</b>
<b>Total Expenditures by Organization for the Last Fiscal Year:</b>	<b>Total Amount Spent for Fund-raising for the Last Fiscal Year:</b>
<b>ITEMIZE AMOUNT OF <u>CASH</u> INCOME IN THE LAST FISCAL YEAR :</b>	
<b>Government:</b>	<b>Board Member's Donations:</b>
<b>United Way:</b>	<b>Other Individual Donations:</b>
<b>Foundations:</b>	<b>Endowed Income:</b>
<b>Corporations:</b>	<b>Other:</b>
<b>Fees:</b>	<b>Total:</b>

**PLEASE INCLUDE A BUDGET SHEET FOR THIS PROJECT IN YOUR APPLICATION PACKAGE.**

I certify that the above information is true to the best of my knowledge.

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*Name* *Title* *Date*  
This form should be signed by the organization's President and should be mailed with the application and all requested documentation.

## CADILLAC AREA COMMUNITY FOUNDATION TRUSTEE GRANT APPLICATION A

**Please answer these questions in the order they are provided to you by number. Please retype the question preceding your response.**

1. Staff Person to Contact regarding this application and telephone number.
2. General Objectives of the Organization.
3. Number of individuals or families served by the Organization.
4. Describe the project/program for which the funds are requested. Include the goals and objectives of the program/project and how you expect to meet them. Indicate whether this is a new project/program within an established program, or if this grant is to supplement an established program. Explain how your project or program addresses some or all of the characteristics of our grantmaking guidelines (Listed at end of application).
5. Does this project/program involve any other organization, institution, or agency? If yes, provide the name, address, phone, and key contact person for the other entity, as well as a letter from this entity stating that it supports this project/program, and authorizes your organization to conduct this project/program on its behalf. Include this letter of support and authorization as an exhibit attached to this application.
6. Please provide a detailed, itemized budget for this specific project/program.
7. Please list other funding sources applied to for this project. Please include the amount that you applied for. What are your sources of firm pledges and commitments to date? Have you been refused any funding for this request and, if so, why?
8. Number of paid employees: full time and part time. Will this grant involve additional employees?
9. Is this Organization affiliated with any religious organization?
10. Have you applied for, or do you contemplate applying for State or Federal funds? If yes, please explain fully, including amounts which may be available from these sources.
11. If this project will be a continuing one, explain in detail the Source of Funds for operation in subsequent years.
12. If the Cadillac Area Community Foundation does not approve your request for grant funding, what alternative plan would you probably follow?

13. Please explain what research data, documentation, needs assessment, and other fact-finding efforts led you to develop this project or program. And, describe how this particular project or program addresses the need(s) found by the facts, assessment, or documentation. What research demonstrates the relevance of this project/program?
14. Have similar projects been initiated by other organizations in the community? If yes, explain how our project/program is different, how it compliments these other projects, or how it enhances them.
15. Describe specifically the criteria and process by which you intend to evaluate the success of your project/program. Explain what standards you plan to use for measuring this success. Include this under the Exhibits attached.
16. If there is any other information you wish to include that is pertinent to this project or program, please do so under the attached Exhibits.

Please be sure to attach the following required exhibits to each copy of the application:

\*Detailed, itemized budget specific to the program/project for which you are requesting grant funds.

\*Explanation of the evaluation process that will be used at the conclusion of the program/project.

\*Most recent financial statement or federal tax-filing information

\*List of officers, directors, and trustees. (Remember to designate those who serve, or immediate family members who serve, on any Advisory Committee and/or Board of the Cadillac Area Community Foundation.)

Please be sure to provide the Foundation with one copy of your organization's IRS tax-exempt status letter and one copy of your Operating Budget for your current or previous year and a Balance Sheet and Asset Statement. Explain your Source of Funds for the previous year(s) and your current Source of Funds, and detail what Assets are available to you.

This Grant Application must be signed by the organization's President to be considered for a grant.

Completed applications and copies can be mailed to the Cadillac Area Community Foundation, P.O. Box 102, Cadillac, Michigan 49601, or can be taken directly to the Foundation office between 8:30am - 3pm at 201 North Mitchell Street, Suite 101, Cadillac.

# **CADILLAC AREA COMMUNITY FOUNDATION VOLUNTEERS AND STAFF**

## **BOARD OF TRUSTEES**

Lee J. Brown, President  
Frederick O. Sprague, Vice-President  
John H. Bishop, Sec./Treasurer  
Richard Heydenberk  
Chris Huckle  
Regan O'Neill  
Melissa Sjogren  
Ronald L. Swanson  
Robert J. Van Dellen

## **FINANCE COMMITTEE**

John H. Bishop  
Lee J. Brown  
Chris Huckle  
Dr. Michael E. Lueder

## **HEALTH & EDUCATION FUND FOR YOUTH & SENIORS ADVISORY COMMITTEE**

Lee J. Brown  
James Hinkamp  
Linda L. Kimbel  
John MacLeod  
David Monson  
Melissa Sjogren  
Katelyn Videto

## **HELEN & HARVEY PELL FUND FOR EDUCATION**

Lee J. Brown  
Tom Jobson  
Eleanor Peterson  
Virginia Mackey

## **HOMELESSNESS FUND ADVISORY COMMITTEE**

Kris Brady  
Suzanne Gaffney  
Richard Heydenberk  
Linda L. Kimbel  
Melissa Sjogren  
Shari Spoelman  
Rhonda Weathers

## **MISSAUKEE AREA COMMUNITY FOUNDATION ADVISORY BOARD**

James Hinkamp, President  
Nancy Bowman, Treasurer  
Kathy Winkle, Secretary  
Jackie Ruppell, Youth Advisor  
Wayne Everett  
Judy Heethuis  
Chuck Higgins

## **KELLY ANN GARCIA MEMORIAL SCHOLARSHIP FUND FOR THE PERFORMING ARTS**

Craig Borton  
Walter Garcia  
Linda L. Kimbel  
Judy Nichols

## **FOUNDATION STAFF**

Linda L. Kimbel, Executive Director  
Christine Potter, Executive Assistant

For a list of Youth Committee membership, please contact the Foundation offices.