

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

- General operating support; Endowments; Fund-raising campaigns; Sectarian or political programs; Grants to individuals (except as allowed by law or funds so designated); 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 the responsibilities of Grantees. Complete Application "A" for grants greater than \$1000. Complete Application "B" for grants of \$1,000 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 - B - (\$1,000 or less)

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Please Print or Type

Name		Date	
Position			
Organization			
Phone		email	
Project Title			
Grant Request \$	Project Start/End:		
Signature of Authorized Representative:		Printed Name Below:	

Instructions

1. Attach this cover sheet to your proposal with verification of your organization's 501 (c) (3) or IRS status.
2. Your proposal should be no longer than 2 typed pages, plus the budget and this cover sheet.
3. Organize your proposal into the following sections:

Evaluation Scale

- | | |
|---|-----------|
| A. Project overview | 50 points |
| 1. What do you want to accomplish? | |
| 2. How will you do it? | |
| 3. What is the unmet need? | |
| 4. How will you evaluate it after it takes place? | |
| B. How many people will be impacted by this program? | 15 points |
| C. What matching funds will be contributed? What in-kind contributions will be made? | 15 points |
| D. Attach a detailed Budget sheet like the sample below | 20 points |

SAMPLE DETAILED BUDGET: ROCK AT THE DOCK TEEN CONCERT SERIES

Expense Items	Grant	Match	In-Kind	Total
Item 1 CACF GRANT FOR 10 BANDS TO PLAY 1.5 HOURS @ \$100.00 EACH	\$1,000.00			\$1,000.00
Item 2 CADILLAC ROTARY- CULTURE FUND		\$1,000.00		\$1,000.00
Item 3 PAVILION RENTAL FOR 5 EVENINGS			\$450.00	\$450.00
Totals	\$1,000.00	\$1,000.00	\$450.00	\$2,450.00

**PLEASE SUBMIT THE ORIGINAL PROPOSAL/APPLICATION PACKAGE AND 10 COPIES
 (FOR A TOTAL NUMBER OF 11) BY 3PM ON THE DEADLINE DATE.**

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FOUNDATION STAFF

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

CADILLAC & KELLOGG FOR YOUTH FUND ADVISORY COMMITTEE

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