



## Manistee County Community Foundation 2010 Request for Mini-Grant Proposals

The Manistee County Community Foundation will accept proposals for mini-grants that address identified community needs through Friday, April 16, 2010 at 5:00 p.m. The majority of grant awards are anticipated to be in the range of \$500 - \$1,000. However, grants in excess of this amount may be considered on a limited basis. It is anticipated that a minimum of \$2,500 up to a maximum of \$10,000 will be available to support mini-grant projects during 2010.

Because the Youth Advisory Committee Fund is one of the Funds managed by the Foundation that is considering proposals, projects that involve and/or help further priority needs of our County's youth may receive preference for funding. However, other Funds managed by the Foundation also anticipate awarding grants during this cycle: therefore, projects having a focus outside of, or in addition to youth needs, will also be considered.

**Eligibility.** Nonprofit organizations that have 501c3 status, schools, and local units of government are eligible to apply. Applicants must also serve Manistee County residents.

**Application process.** Applicants should apply using the Foundation's Mini-Grant Application Form and attachments. One copy of the entire application and attachments must be received no later than Friday, April 16, 2010 at 5:00 p.m. Applications received after this time will not be considered.

**Timing of Awards.** It is anticipated that decisions about awards will be made between May – June 2010 and processed following the applicant's submittal of final application requirements and acceptance of grant award and requirements.

**Evaluation Process.** Proposals will be considered by various advisory committees including the Manistee County Youth Advisory Committee and donor advisors. All recommendations for grants must be approved by the Manistee County Community Foundation Board of Directors. A sample of the proposal rating criteria form is included in this packet.

**Reporting.** Agencies receiving funding will be required to submit an interim and final grant report.

**Envision Manistee County.** The Manistee County Community Foundation uses the Envision Manistee County Report and other community needs assessments and planning processes to inform its grantmaking. Visit <http://www.manisteefoundation.org/learn/community-leadership> to view the Envision Manistee County report for assistance with completing the Mini-Grant Application.

As one of 65 community foundations in Michigan and more than 700 that exist throughout the United States, the goal of the Manistee County Community Foundation is to improve and protect the quality of life in our communities. To learn more about the Manistee County Community Foundation contact Laura Heintzelman, executive director, at (231) 723-7269 or [lheintzelman@manisteefoundation.org](mailto:lheintzelman@manisteefoundation.org), or visit [www.manisteefoundation.org](http://www.manisteefoundation.org).



## Manistee County Community Foundation 2010 Mini-Grant Application

***DEADLINE: Proposals must be received no later than 5:00 p.m. on Friday, April 16, 2010 and may be emailed to [lheintzelman@manisteefoundation.org](mailto:lheintzelman@manisteefoundation.org) or mailed to the Foundation Office at MCCF Mini Grants, 332 First Street, Suite 104, Manistee, MI 49660. Proposals received after this time will not be considered.***

Which Envision Manistee County Quality of Life Category(ies) does this proposal address?	
<input type="checkbox"/> Arts, Culture & Humanities	<input type="checkbox"/> Health & Human Services
<input type="checkbox"/> Economy & Employment	<input type="checkbox"/> Environment & Recreation
<input type="checkbox"/> Government & Infrastructure	<input type="checkbox"/> Youth & Education
Project Name:	
Amount Requested: \$	Total Cost of Project: \$
Duration of Project:	
This proposal reflects: <input type="checkbox"/> An ongoing successful project <input type="checkbox"/> A new and innovative project (0 to 3 years old)	
One sentence project description:	
<b>Lead Agency:</b>	<b>EIN:</b>
Non-profit classification: <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> School <input type="checkbox"/> Government <input type="checkbox"/> Other (explain):	
Contact Name:	
Address:	
Phone:	Fax:
E-mail:	Website:
Form Completed By:	
Title:	Signature:
<p>Please attach a <u>brief proposal</u> (up to two pages not including budget form) answering the following questions. Clearly title each page with name of lead agency and name of project. Do not submit any additional information at this time.  <b><i>Applications in excess of two pages (plus the cover) will not be accepted.</i></b></p> <ol style="list-style-type: none"> <li><b>1. Project Summary:</b> Describe the project. How will this proposal address the enVision quality of life category(ies) you have specified?</li> <li><b>2. Needs Statement:</b> Describe the need for the project. Name specific strategies in Envision Manistee County or other needs assessments or planning documents that document the need. What are the root causes of the problem? Who will benefit? How many people do you expect to serve?</li> <li><b>3. Collaboration:</b> List any organizations that will be your partners in planning and implementing the project. List any other agency that currently addresses this need. If they are not a partner, briefly explain. List other agencies that have expressed their support for this project but are not project partners.</li> <li><b>4. Outcomes:</b> State the outcomes in measurable terms. What will be different because of the project? What impact on our community do you expect in relation to the Envision Manistee County Report or other plans?</li> <li><b>5. Methods:</b> The plan to accomplish the outcomes. Include project start and end dates, and a brief timeline. How will you staff this project? Describe how youth were involved in planning and/or will help implement the project.</li> <li><b>6. Evaluation:</b> How will you measure the success of your project?</li> <li><b>7. Funding:</b> In addition to a Foundation Mini-Grant, what other funding options are being considered? How will the project be supported in the future?</li> <li><b>8. Budget:</b> Detail a budget for the project using the attached form (does not count toward 2-page proposal limit).</li> </ol>	



**Manistee County Community Foundation  
2010 Mini-Grant Application  
Project Budget Form**

*(Please see attachment for a Microsoft Excel Version of this Form)*

Expenses	Total Expenses	Requested from Foundation	Notes
Direct Expenses			
Equipment			
Materials/supplies			
Staff salaries			
Evaluation			
Other direct costs			
Total Direct			
Administration			
Consultants			
Overhead			
Administrative salaries			
Other administrative costs			
Total Administrative			
Fundraising/Marketing			
Marketing & Public Relations			
Printing			
Development Staff Salaries			
Other Fundraising Costs			
Total Fundraising/Marketing			

**Total Expenses**

Revenue	Source	Amount	Date (Requested or Confirmed?)
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Please list information in the space below:

**Total Revenue**

**Inkind Support** (volunteer labor or donated materials/goods). Please briefly describe below:

**Other Budget Notes:**



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**4. Outcomes**

Outcomes (what will be different because of the project) are stated in measurable terms in relation to the Envision Manistee County Report or other plan(s)?

*Comments, questions:*

\_\_\_\_\_

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**5. Methods**

Proposal details a plan or strategy to accomplish the outcomes, including a brief timeline, staffing plans, and how/if youth are involved.

*Comments, questions:*

\_\_\_\_\_

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**6. Evaluation**

Proposal states how the project's success will be measured.

*Comments, questions:*

\_\_\_\_\_

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**7. Funding**

Proposal lists other funding options being considered and plans for future support to sustain the effort.

*Comments, questions:*

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**8. Budget**

The proposal details a budget in the requested format.

*Comments, questions:*

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Proposal Score

\_\_\_\_\_ (24 possible)

**Reviewer Name:**

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**Date Reviewed:**

\_\_\_\_\_

**Reviewer Notes:**