Purpose - The HCCF is interested in funding projects that will improve the quality of life for the citizens of Hillsdale County. Eligible projects generally fall within these categories: education, fine arts, social services, community development, recreation, environmental issues, health and wellness, and improvement in the physical, mental, and moral conditions of Hillsdale County residents. The Foundation aims to support creative approaches to community needs and problems that benefit the widest possible range of people.

Eligibility - The Foundation welcomes grant applications from the Hillsdale County area or outside Hillsdale County if a significant number of the people to be served reside within Hillsdale County. Applicants must be tax exempt according to Section 501(c) (3) of the Internal Revenue Code, an educational institution, or governmental unit.
The Foundation gives priority to programs which:

- Reach as many people as possible in the county
- Increase individual access to community resources
- Examine and address the underlying causes of local problems
- Promote personal independence and achievement
- Seek challenge or matching grants
- Attract volunteer resources and support
- Strengthen the private, non-profit sector
- Encourage collaboration with other organizations
- Build the capacity of the applying organization
- Support the start-up of new programs that solve critical local problems or address critical local needs
- Focus on prevention
- *Low priority is given to brick and mortar requests and ongoing programs where alternative funding is not planned to carry a program/project forward following a Foundation grant.*

The current objectives of the Foundation do not allow grants for:

- Religious or sectarian purposes
- Individuals
- Legislative or political purposes
- Loans
- Capital campaigns
- Routine maintenance, including office equipment
- Administrative costs for maintaining the present operation of an organization, including, but not limited to, staff salaries, wages, and benefits. Salaries may be considered on a case-by-case basis only as related to direct program expenses, not daily operations.
- Education requests that supplant rather supplement the ongoing operations of the school district, such as equipment or educational materials, including curriculum supplies and resources.

**Purpose** - The HCCF YOUTH Council is interested in funding projects that will improve the quality of life for the young people of Hillsdale County. Eligible projects generally fall within these categories: education, fine arts, social services, community development, recreation, environmental issues, health and wellness, and improvement in the physical, mental, and moral conditions of Hillsdale County young people. The Foundation aims to support creative approaches to community needs and problems that benefit the widest possible range of people. The YOUTH Council has an ongoing program for studying the assets, needs and concerns of the young people of Hillsdale County, which identifies areas of opportunity that guide decision-making regarding grants. A copy of these survey results is available upon request.

**Eligibility** - The YOUTH welcome grant applications from the Hillsdale County area or outside Hillsdale County if a significant number of the youth to be served reside within Hillsdale County. Applicants shall be tax exempt according to Section 501(c)(3) of the Internal Revenue Code, an educational institution, or a governmental unit. Grant requests must include youth in the planning and implementation of the project. The application must be filled out by the youth of the applying organization, with the only exception being a project involving very young children. Please contact the HCCF for exemption authorization.
The Y.O.U.T.H. gives priority to programs which:

- Reach as many people as possible in the county
- Increase individual access to community resources
- Examine and address the underlying causes of local problems
- Promote personal independence and achievement
- Seek challenge or matching grants
- Attract volunteer resources and support
- Strengthen the private, non-profit sector
- Encourage collaboration with other organizations
- Build the capacity of the applying organization
- Support the start-up of new programs that solve critical local problems or address critical local needs
- Focus on prevention
- Low priority is given to brick and mortar requests and ongoing programs where alternative funding is not planned to carry a program/project forward following a Foundation grant.

The current objectives of the Y.O.U.T.H. do not allow grants for:

- Religious or sectarian purposes
- Individuals
- Legislative or political purposes
- Loans
- Capital campaigns
- Routine maintenance, including office equipment
- Administrative costs for maintaining the present operation of an organization, including, but not limited to, staff salaries, wages, and benefits. Salaries may be considered on a case-by-case basis only as related to direct program expenses, not daily operations.
- Education requests that supplant rather supplement the ongoing operations of the school district, such as equipment or educational materials, including curriculum supplies and resources.

Before you begin:

- Please read the HCCF Grant Policy & Procedures.
- Does your request fall within the guidelines?
- Is your project reasonable in process and amount?
- Be prepared to:
  - Describe in detail your program/project information
  - Provide Financial information:
    - Most recent IRS 990.
    - Applicant’s most current organizational operating budget.
    - Most recent year-to-date financial statement.
    - Documentation substantiating project expenses (quotes, bids, etc.).
    - Any additional attachments you feel would establish your organization’s credibility or help clarify your program/project
      - letters of support
      - news articles
      - brochures, etc.
Projects that meet the guidelines and fit a grantmaking priority area can submit a “statement of intent” online. The application is brief and will collect basic information about your organization, the proposed project, and the amount of your request.

Projects with a solid potential will be asked to submit a full proposal by the deadline. Following review by our program staff and our Grant Advisory Committee, the committee’s recommendation will go before our Board of Trustees for consideration.

Once approved by the Community Foundation’s Board of Trustees, the grant recipient will receive instructions to access their funding. Any contingencies and reporting requirements will be explained at that time.

Advancing to the next phase: When the next phase is available, it will appear in your In-Progress dashboard. You’ll complete each phase as it becomes available, with the option to save a draft on each page. Please allow two business days between Phase I and Phase II.

Register a new account

If you created an account last year, click “forgot password”.

Passwords must contain at least 10 characters.
Tips for using the online application.

- **An asterisk (*) indicates a required field.** Applicants will be able to move from page to page without filling in a required field; however, they will be unable to submit an application until all the required fields are filled in. When Applicants click the submit button, a box will appear indicating any required fields that were not filled in.
- **We recommend not entering unique symbols such as &, *, %, or #.** While they can be entered and will not be a problem with application submission, they may render differently on the .pdf report.
- **Passwords must contain at least 10 characters.**

Enter or update your organization’s information.
Phase I

Applicant Information
Please confirm all asterisked fields on your Organization Profile (see note at top of page) are up-to-date before continuing this application. We use the Organization Profile to capture current information in our database.

Chief Executive Officer

First Name
Last Name
Title

Contact Person for this application

First Name
Last Name
Title

Email
Phone Number

Are you using a fiscal sponsor? *

Project Information

Project Title *

Amount Requested *

Statement of Intent *

Save
Opportunities

- **YOUTH GRANT APPLICATIONS ARE DUE:**
  - NOVEMBER 1
  - APRIL 1
- **GENERAL GRANT APPLICATIONS ARE DUE:**
  - NOVEMBER 1
  - MAY 1

When the next phase is available, it will appear in your **In-Progress dashboard**. You’ll complete each phase as it becomes available, with the option to save a draft on each page. **Please allow two business days between Phase I and Phase II.**
Phase II

Applicant Information
Please confirm all unlocked fields on your Organization Profile (see menu at top of page) are up to date before continuing this application. We use the Organization Profile to capture current information in our database.

Primary Contact
First Name: 
Last Name: 
Email: 
Phone Number:

Phase II

Project Information
Project Title: 
Requested Amount: 
Total Project Expense: 
Start Date: 1/1/2022 
End Date: 6/30/2023 
Geographic area served by this project:
Estimated # of Direct Recipients this project will serve:
Who are the direct recipients? Explain: (no more than one sentence)
Estimated # of Indirect Recipients this project will serve:
Who are the indirect recipients? Explain: (no more than one sentence)
THINGS TO INCLUDE IN YOUR SUMMARY

- **Who** are you going to serve?
- **What** activity/project/purchased item(s) will help you achieve the goal? If you are purchasing an item – what do we need to know?
- **How** are you going to implement the project or where are you going to purchase item(s)? Process/Timeline? Quotes?
- **Why** are you doing this and what will happen if you don’t?
- **What** are your outcomes? Can you articulate your impact? Who else is involved? Do you have *Letters of Support*?

Upload your budget information files:
- IRS 990 Form
- Operating Budget
- Financial Statement
- Documents with project/program expenses (quotes, bids, letters of support, etc.)

If you are part of a LARGE organization, please upload your department budget in lieu of the entire 990.
Please Create a Zero-Based Budget

Revenues = Expenses

Your requested amount should be listed as pending. All other revenue should be listed here as well.

Answer the budget questions and click submit by 4:00 p.m. on the due date!
Grant Writing Tips

Present a logical solution to your problem:
It is important to think of your proposal as a story with a beginning (problem or opportunity), middle (solution is your program), and end (results are your outcomes).

Tell the same story in the budget and proposal narrative:
The project budget is another opportunity to tell your story! Some funders say that the budget is the first thing they read.
Make sure your revenue equals your expenses.

Convince the funder you know what you are doing:
The proposal should show that you are aware of the need in your community and provide a strong response. After reading the proposal, the funder should feel confident that your organization would be a responsible recipient of the funds.

Grant Writing Tips

● Grant Period is **One Year**
  (or 90 days following the end of the project)
● Check your Grant Agreement for **approved expenses**.
● IF your plans/project changes, **please give us a call**. 517.439.5101
● Expenditure Responsibility is required.
  ○ **Save your receipts!**
● Grant expenses must be **after** approval date.
● **One (1) approved application every 18 months.**

www.abouthccf.org
General
Due Dates
May 1
by 4 p.m.
November 1
by 4 p.m.

Youth
Due Dates
April 1
by 4 p.m.
November 1
by 4 p.m.

Youth Mini
Paper Application
www.abouthccf.org
$500 MAX - DUE DATES:
1/1, 2/1, 3/1, 5/1,
9/1, 10/1, 12/1