



Online GRANT Applications

2 South Howell Street
PO Box 276
Hillsdale, MI 49242
517-439-5101



Hillsdale County
community foundation
For good. For ever.

General Grants - Due **Nov. 1** or **May 1**



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.

Guidelines found at www.abouthccf.org



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.

Y.O.U.T.H. Grants - Due **Nov. 1** or **Apr. 1**



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.

Guidelines found at www.abouthccf.org



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.

Grant Application Phases

Phase I

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.

Phase II

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.

Phase III

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.**

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<https://goapply2.akoyago.com/HILLSDALE>



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community foundation

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www.abouthccf.org
517.439.5101

Sign in to your account

Or register a new account

Your Email

 example@company.com

Your Password



☐ Remember me

[Forgot password?](#)

SIGN IN

**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.

The screenshot shows the 'Organization Profile' form with the following fields:

- Organization Name (required, indicated by an asterisk)
- Tax Id
- Description/Mission
- Phone
- Website
- General Email
- Founded (mm/dd/yyyy)
- No. Of Employees
- Street 1
- Street 2
- City
- State (dropdown menu)
- Zip
- Country
- Hllsdate
- US (dropdown menu)

Below the form, there are sections for 'Active Users' and 'Inactive Users'. The 'Active Users' section shows a table with columns for Name and Action. The 'Inactive Users' section shows a table with columns for Name and No Results. At the bottom right, there are buttons for 'GO BACK' and 'SAVE'.

Phase I

WelcomeApplicant InfoProject Info

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.

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? *

Yes

No

PreviousNext

Save

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Phase I

WelcomeApplicant InfoProject Info

Project Information

Project Title *

Amount Requested *

Statement of Intent *

Save

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Opportunities

My Opportunities					
	Fiscal Year	Application Name	Application Guideline URL	Phase Contact	Email Address
VIEW	2022	General Grant Application	https://aboutccf.org/wp-content/uploads/2022/02/GeneralGrant_Polic-Revise0222.pdf	Sharon Bisher	s.bisher@aboutccf.org
VIEW	2022	YOUTH Grant Application	https://aboutccf.org/y-y-y-y/	Sharon Bisher	s.bisher@aboutccf.org

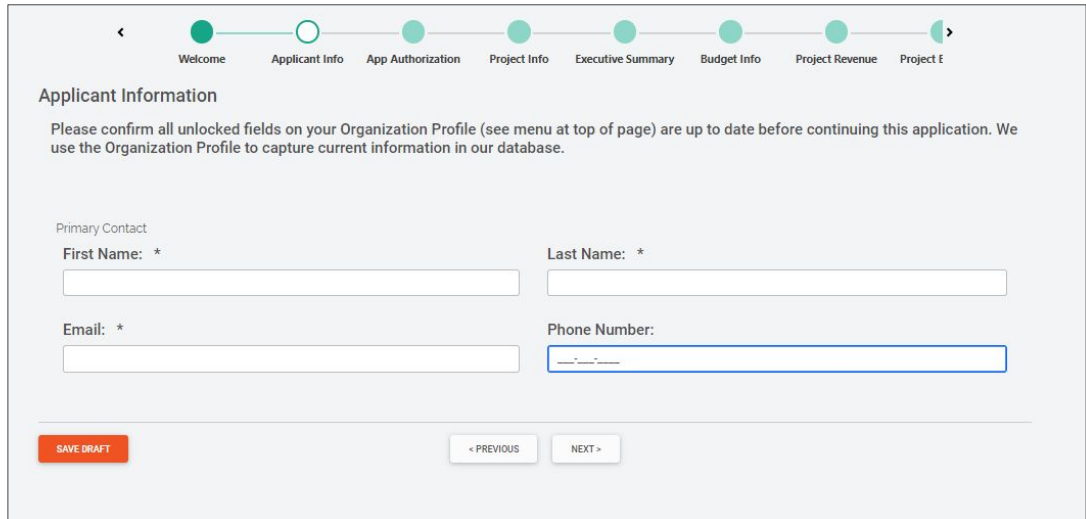
- **YOUTH GRANT APPLICATIONS ARE DUE:**
 - **NOVEMBER 1**
 - **APRIL 1**
- **GENERAL GRANT APPLICATIONS ARE DUE:**
 - **NOVEMBER 1**
 - **MAY 1**

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.***

Phase II



A horizontal progress bar at the top shows eight steps: Welcome, Applicant Info, App Authorization, Project Info, Executive Summary, Budget Info, Project Revenue, and Project E. The 'Applicant Info' step is currently active, indicated by a teal circle and a teal line connecting it to the previous step.

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: *

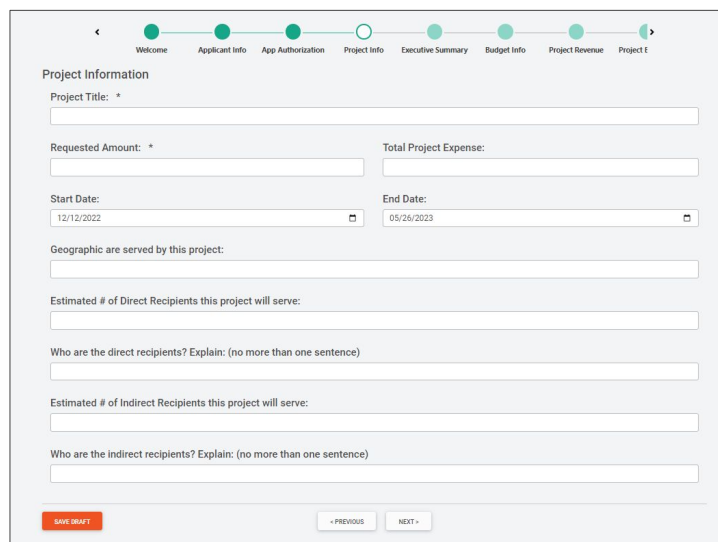
Last Name: *

Email: *

Phone Number:

SAVE DRAFT < PREVIOUS NEXT >

Phase II



A horizontal progress bar at the top shows eight steps: Welcome, Applicant Info, App Authorization, Project Info, Executive Summary, Budget Info, Project Revenue, and Project E. The 'Project Info' step is currently active, indicated by a teal circle and a teal line connecting it to the previous step.

Project Information

Project Title: *

Requested Amount: * **Total Project Expense:**

Start Date: **End Date:**

Geographic are 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)

SAVE DRAFT < PREVIOUS NEXT >

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*?

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If you are part of a **LARGE** organization, please upload your department budget in lieu of the entire 990.

Upload your budget information files:

IRS 990 Form
Operating Budget
Financial Statement
Documents with project/program expenses (quotes, bids, letters of support, etc.)

Please Create a Zero-Based Budget

Revenues = Expenses

Revenues for Project

Funding Source: Hillsdale General Grant

Amount:

Funding Source Status: Pending

Total program/project revenue: 0

SAVE DRAFT

PREVIOUS

NEXT

=

Expenses for Project

Item:

Amount:

Funding Source Status: Pending

Total program/project expense: 0

SAVE DRAFT

PREVIOUS

NEXT

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

Budget Questions

How will funding from the Hillsdale County Community Foundation be used? Explain specific items and/or areas of the program/project that HCCF funds would support. *

How would this program/project be impacted if awarded partial grant funding from HCCF? How would this program/project be impacted if not awarded any grant funding from HCCF? *

Describe the amount and source of any internal funds dedicated to this project. Have you secured or do you plan on securing additional funds to support this program/project? Who have you contacted or plan on contacting? *

SAVE DRAFT

PREVIOUS

SUBMIT

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.

Additional Information



- 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.**

Grant Application Due Dates



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