

Marshall Community Foundation

Applying for a Grant

The Marshall Community Foundation administers more than 100 endowed funds, some of which are restricted to specific purposes in accordance with the donor's wishes. The Foundation also awards grants from the Unrestricted and Field of Interest Funds four times each year for innovative projects and programs that respond to the community's changing needs.

Who can apply? The Marshall Community Foundation welcomes and encourages grant applications from non-profit, tax-exempt organizations, schools, churches (for non-sectarian purposes), cities and townships in the greater Marshall Area and Calhoun County that address:

- Education
- Arts & Culture
- Environment
- Health & Wellness
- Human Services
- Youth & Seniors
- Community/Economic Development

Prospective grant applicants are encouraged to contact the Marshall Community Foundation to discuss their request and obtain more information about the grant-making process. Many applicants find that this session gives them a helpful start in communicating their vision and understanding the Foundation's role within the community.

Grant-making priorities:

- Facilitates cooperation and enhances collaboration among organizations
- Avoids duplication of services
- Benefits the greatest number of people
- Strengthens or improves the organizations self-sufficiency and efficiency
- Supports low income/underserved populations
- Yields substantial community benefits for the resources invested
- Promotes youth development
- Represents an innovative, start-up effort

The Marshall Community Foundation does not typically grant for:

- Annual fund-raising drives or capital campaigns
- Normal operating expenses (except for start-up purposes and/or special needs)
- Multi-year funding
- Requests more than \$25,000
- Endowments or debt reductions

The Marshall Community Foundation does not grant for:

- Political projects
- Religious or sectarian purposes
- Individuals, except through educational scholarships

How to Apply. The process is simple. Visit the Foundation website at www.marshallcf.org/grants and download the application. Submit completed application and all requested materials online by the deadline indicated. Materials must be received by the grant deadline to be considered for the next grant cycle.

Deadline	Grant Review	Final Decision
January 1	2 nd Tuesday in February	4 th Tuesday in February
April 1	2 nd Tuesday in May	4 th Tuesday in May
July 1	2 nd Tuesday in August	4 th Tuesday in August
October 1	2 nd Tuesday in November	4 th Tuesday in November

The Review Process. Grant requests are reviewed by the Foundation’s Grant Review Committee (GRC), comprised of community volunteers and members of the Marshall Community Foundation Board. Also, all youth related grant requests are reviewed by the Youth Advisory Committee. The Marshall Community Foundation Board of Trustees reviews the GRC recommendations and makes the final decision. Carefully read the directions below. **If your grant application is submitted incomplete, it will not be considered.**

- Review each question carefully.
- Answer all of the questions. For those questions that do not apply to your grant request, answer N/A.
- Limit your responses to the space provided for each question.
- Submit your completed Grant Application with the Cover Sheet by uploading to the Foundation website at www.marshallcf.org/submit.

If you have questions or need guidance with the grant application, please contact the Foundation staff at **269.781.2273**.

Required Attachments. Please include the following attachments with your grant application:

- IRS determination letter of agency or fiduciary
- Board Roster
- A one-page summary of the following: Organizational history, organizational mission and goals and a description of your current accomplishments.
- Most recent 990
- Most recent annual report, if available
- Annual operating budget
- Letters of support from all agencies (other than applicant) that benefit from this request. Letters must verify need.

Marshall Community Foundation

Grant Application Cover Sheet

Organization Name: _____ 501(c)3 Yes No

Address/City/State/Zip: _____

Contact Person: _____ Phone: _____

E-mail: _____ Website: _____

Program/project name: _____

Total Project Cost: \$ _____ Amount requested: \$ _____ Date needed: _____

Please provide a two sentence summary of this grant request:

Time Frame: One time event Seed money Ongoing project Other _____

Geographic area served: _____ Number Served: 1-10 11-25 26-50 51-100 100+

Of those served, percentage who live in Marshall: _____

Target Ages: 1-5 6-13 14-18 adults 65+ all ages

If submitted by a school district, the following signatures are required:

School Principal: _____ Date: _____

School Superintendent: _____ Date: _____

If submitted by the City of Marshall, the following signature is required:

City Manager: _____ Date: _____

10. What is your specific plan for the financial and programmatic sustainability of this program/project?

11. What are your plans for evaluation, including how success will be defined and measured?

12. Please provide a detailed narrative for your project expenses.

13. In the case that the Foundation is unable to award the full request, which budget items are a priority for your organization and this program/project?

