

# Marshall Community Foundation

## Applying for a Mini-Grant

**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.

**What constitutes a Mini-grant?** Mini-grants are \$750 or less and are reviewed monthly, or on an as-needed basis.

### 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
- 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](http://www.marshallcf.org/grants) and download the application. Submit completed application and all requested materials online to the Marshall Community Foundation office.

Carefully read the directions below. **If your grant application is submitted incomplete, it will not be considered.**

- 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 Mini-grant by uploading to the Foundation website at [www.marshallcf.org/submit](http://www.marshallcf.org/submit).

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

- IRS determination letter of agency or fiduciary
- Board Roster

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

# Marshall Community Foundation

## Mini Grant Application

### Cover Sheet Grant

Organization Name: \_\_\_\_\_ 501(c)3 Yes  No

Address/City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Program/project name: \_\_\_\_\_ Amount requested: \$ \_\_\_\_\_ Date needed: \_\_\_\_\_

Time Frame: One time event  Seed money  Ongoing project  Other  \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_ Number Served: 1-10  11-25  26-50  51-100  100+

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

Please provide a brief summary of this grant request:

Why is this program/project needed and who will it specifically impact?

Are you collaborating with other organizations to enhance your program/project? If so, please explain.

How will success be measured?

**Budget**

Total program/project Budget \$ \_\_\_\_\_

Amount requested from the Marshall Community Foundation \$ \_\_\_\_\_, which is \_\_\_\_\_% of the project budget.

Below provide a full project budget, indicating expenses and revenue (sources and amounts). Itemize expenditures to clarify how the Marshall Community Foundation’s grant would be utilized. Prior to submission, check all totals for accuracy.

<b>PROGRAM/PROJECT EXPENSES</b>	<b>Total Project Expenses</b>	<b>Amount Requested from MCF</b>
Salaries		
Consultant/Professional Fees		
Insurance		
Travel		
Equipment		
Supplies		
Printing and Copying		
Postage		
Rent		
Maintenance		
Evaluation		
Marketing		
Other (please define):		
<b>FOR CAPITAL PROJECTS</b>		
Architectural/Design Fees		
Materials/Labor		
Equipment		
Other (please define):		
<b>TOTAL EXPENSES</b>		

**FUND DEVELOPMENT PLAN**

Please include an itemized list of funding sources for this program/project, including in-kind contributions.

<b>Funding Source (s)</b>	<b>\$ Amount</b>	<b>Please note Pending or Confirmed</b>
<i>Marshall Community Foundation</i>		
<b>TOTAL (should be equal or greater to expenses listed above.)</b>		

*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:** \_\_\_\_\_