

M&M Area Community Foundation Grant Guidelines

(All information must be given or your application may be denied.)

MISSION

The mission of the M&M Area Community Foundation is to receive and administer funds and property in the form of permanent endowments from a wide range of donors for educational, environmental, cultural, recreational and charitable purposes in a manner that promotes the spirit of philanthropy and meets the needs of the people in Marinette County, Wisconsin and Menominee County, Michigan.

GRANT MAKING POLICY

The M&M Area Community Foundation considers proposals on the basis of how well they help the Foundation fulfill its mission. The Foundation favors innovative proposals that demonstrate strong volunteer involvement and foster a spirit of philanthropy.

- Grants should apply the Foundation's financial resources where they will make a tangible difference in meeting a community need.
- Grants must be used exclusively for the program described in the grant application. Information from previous grants will be given consideration in the review process.

Evaluation forms are required when the project has been completed.

WHAT WE LOOK FOR

In addition to general granting, the Foundation has field of interest funds in the following areas:

- Youth programs
- Health programs
- Drug & Alcohol

The Foundation favors single-year requests and organizations that maintain cost-effective administrative overhead. Grants are made to worthwhile volunteer organizations and non-profit organizations that have been granted tax-exempt status by the Internal Revenue Service under IRS Code Section 501(c)(3).

Projects, which are partially funded from other sources, are a plus to your organization in the application review process. The Foundation encourages you to seek other funding sources for your project. However, if other sources of funding are not available to you (bake sales, raffles, car washes,

donations, other grants, etc.) this will not hurt your organization when awards are being considered.

WHAT WE DO NOT FUND

The M&M Area Community Foundation does not generally fund applications for:

- Annual campaigns
- Debt retirement
- Endowments
- For-profit enterprises
- Political lobbying
- Routine operating expenses
- Sectarian causes
- Direct support of individuals (except for qualified scholarships)

WHAT WE HAVE FUNDED

The M&M Area Community Foundation has funded:

- Equipment for volunteer fire departments and rescue squads
- Scout troop activities
- Extracurricular school seminars and workshops
- Community mental and physical health programs
- Youth summer programs
- Family and parenting programs
- Music, drama and sculpture programs
- Public recreational programs
- Special needs programs

THE GRANT PROCESS

The Grant Review Committee is composed of several members of the Foundation's Board of Directors as well as members of the public from the twin-county community. They make the final decision on funding grant applications. Not all applications for funds can be approved. Those applicants not funded for a grant will be notified within 10 days of the award announcement.

2008 Grant application deadlines:

Health Grants – 1/25/08

Derusha Family Fund Grants – 1/25/08

Peshtigo Foundation Grants – 3/14/08

Youth Advisory Committee (YAC) Grants – 3/28/08

Community Wide Grants – 6/13/08

GOVERNANCE

The M&M Area Community Foundation does not discriminate on the basis of race, religion, sex or national origin. We expect our grant applicants to hold similar standards.

(All information must be given or your application may be denied.)

M&M Area Community Foundation Grant Instructions/Definitions

APPLICANT MUST BE A NON-PROFIT ORGANIZATION WITH A 501(c)(3) STATUS OR A QUALIFYING GOVERNMENTAL, EDUCATIONAL OR TAX-EXEMPT CLUB OR ORGANIZATION. IF YOUR GROUP DOES NOT MEET THESE CRITERIA, STOP HERE. YOUR ORGANIZATION IS NOT ELIGIBLE FOR A GRANT.

This application has 4 sections. Please read all instructions carefully. You will find explanations and information for all parts of the application. Complete all portions of the application. If any parts of the application are incomplete and/or information is missing, your request may be denied.

SECTION I. GENERAL INFORMATION

NAME OF ORGANIZATION APPLYING FOR FUNDING	This is the legal name of your organization. It should be the same as on your IRS Determination letter and/or IRS Form 990. It is important to include proof of your tax-exempt status. Your application will be considered INCOMPLETE if this information is not attached. Examples of qualifying organizations are volunteer clubs and organizations, scout groups, government institutions, educational institutions, etc.
YEAR FOUNDED	This is the year your organization was incorporated and/or the year your organization was officially formed.
EXECUTIVE DIRECTOR	Person responsible for the daily operations of your organization.
PRINCIPAL ADDRESS OF ORGANIZATION	This is the mailing address of the person in charge of your organization. Include the city, state and zip code.
CONTACT PERSON	This is the person in charge of the project.
ADDRESS	This is the mailing address of the contact person in charge of this project. Use this only if mailing address is different from above. Include the city, state and zip code.
PHONE NUMBER, FAX NUMBER & E-MAIL ADDRESS	This is the information for the contact person. Include fax number and e-mail address if available.
PROJECT NAME	This is the name of your project.
PURPOSE OF GRANT	This is a brief summary of your project. A more detailed description will be called for later in the application.
PROJECT START DATE	This is the date your project will begin. The Foundation grant year continues for one year from the date of the grant award announcements.
AMOUNT REQUESTED	This is the amount of money you are requesting from the Foundation to cover your project.
SIGNATURES	Signatures are required.

SECTION II. PREVIOUS GRANT INFORMATION

Answer this section if your organization was awarded a previous grant from the Foundation. Providing this information will not decrease your chances of getting an award for this project.

ARE YOU A PREVIOUS GRANT RECIPIENT?	If your organization has received a grant in previous years, check the yes box. If no grant has been awarded, go on to Section III.
IF YES, YEAR OF AWARD AND AMOUNT	If you answered yes to the above question, write the year the grant was awarded and the amount of the grant.
PROJECT NAME	This is the name of your previous project.
BRIEF SUMMARY	This is a brief summary of your previous project.

(All information must be given or your application may be denied.)

SECTION III. CURRENT PROJECT INFORMATION

Plan your project carefully. The Foundation favors single-year requests and organizations that maintain cost-effective administrative overhead. Projects, which are partially funded from other sources, are a plus to your organization in the application review process. The Foundation encourages you to seek other funding sources for your project. However, if other sources of funding are not available to you (bake sales, raffles, car washes, donations, other grants, etc.) this will not hurt your organization when awards are being considered.

- | | |
|------------------------|--|
| PROJECT NAME | This is the name of your project. |
| PURPOSE OF GRANT | This is a brief summary of your project. |
| DATES OF THE PROJECT | These are the dates (from start to finish) you plan to run your project. |
| GEOGRAPHIC AREA SERVED | This is the area your project will cover (i.e., Marinette School District, Menominee County etc.). |
| TOTAL PROJECT COST | This is the amount you expect your project to cost for completion. |
| AMOUNT REQUESTED | This is the amount of money you are requesting from the Foundation. |
| 1. EXECUTIVE SUMMARY | Begin with a half-page summary. Briefly explain why your organization is requesting this grant, what goals you hope to achieve and how you will spend the funds if the grant is made. |
| 2. PROJECT GOALS | Describe the project goals and objectives. Describe your target population. |
| 3. NEW OR ONGOING | Is this a new or on-going project? Describe. Is the project you are proposing a project your organization is designating as "new" (never been tried before)? Does your organization believe a grant will help complete a project now in progress? Is this a project that continues year after year and you would like a grant from the Foundation to continue with your success? |
| 4. IMPLEMENTATION PLAN | Explain your plan to accomplish your goals and objectives for this project. Give a timetable for implementation. Is specific training needed to accomplish these goals? |
| 5. OTHER PARTNERS | Are there other partners in the project? Explain. Does your organization plan to use a sponsoring organization or other agencies to implement your plan? |
| 6. CONTINGENCY PLAN | If you are not granted full funding, do you have a contingency plan? Describe. For example, your project requires you to have \$4000 to complete the project and you are granted only \$1500, can you complete your plan and/or how would the extra funds be subsidized? Can you continue with this project? Will the project have to be continued into another year? Can the project be altered and still accomplish your goals and objectives? |

SECTION IV. GRANT PROJECT BUDGET

The project budget form provides a listing of standard budget items. Provide your budget (for this project only) using this format and in this order. The Foundation is requesting under the EXPENSES that you provide Total Project Expenses and then the Amount Requested from the Foundation. Under REVENUE the Foundation is seeking budgetary numbers for Committed and Pending funds. If you have money committed from your organization or money that you are receiving from other grants/contracts/contributions etc. include these amounts. If your organization has plans pending for additional fundraising projects, list this money and how much you expect to raise here. If another grant has been applied for, but the grant has not been awarded list the amount under pending.

Attach a copy of your most recent IRS Form 990 (pages 1 and 2 only) and/or its equivalent (if you have one). If these forms are not available, please include a letter of explanation.

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M&M Area Community Foundation
Grant Application

SECTION III. CURRENT PROJECT INFORMATION

PROJECT NAME _____

PURPOSE OF GRANT _____

DATES OF THE PROJECT _____

GEOGRAPHIC AREA SERVED _____

TOTAL PROJECT COST \$ _____ AMOUNT REQUESTED \$ _____

Use the space below for a complete review of your project. Answer each question. Use additional sheets if necessary.

1. Executive Summary.
2. Describe the project goals and objectives (measurable, if possible).
3. Is this a new or on-going project? Describe.
4. Explain your plan to accomplish your goals and objectives for this project.
5. Are there other partners in the project? Explain.
6. If you are not granted full funding; do you have a contingency plan? Describe.

M&M Area Community Foundation
Grant Application

SECTION IV. GRANT PROJECT BUDGET

Below is a listing of standard budget items. Please provide the **Project budget** in this format and in this order. You may use additional pages. Attach a copy of your most recent IRS Form 990 (pages 1 and 2 only) and/or its equivalent. If these forms are not available, please include a letter of explanation.

TIME PERIOD THIS BUDGET COVERS _____ ORGANIZATION'S FISCAL YEAR _____

Expenses: Include the amount for each of the following budget categories in this order

Total Costs

Salaries	_____
Payroll Taxes	_____
Fringe Benefits	_____
Consultants/Professional Fees	_____
Insurance	_____
Travel	_____
Equipment	_____
Supplies	_____
Printing & Copying	_____
Telephone/Fax	_____
Postage/Delivery	_____
Rent	_____
Utilities	_____
Maintenance	_____
Evaluation	_____
Marketing	_____
Other (Specify)	_____
 Total Project Costs	 _____

Revenue: Include the total amount for each of the following budget categories, in this order, indicates which sources of revenue are committed and which are pending.

	<i>Committed</i>	<i>Pending</i>
Grants/Contracts/Contributions		
Local Government	_____	_____
State Government	_____	_____
Federal Government	_____	_____
Foundations (Itemize)	_____	_____
Corporations (Itemize)	_____	_____
Individuals	_____	_____
Other (Specify)	_____	_____
Earned Income		
Events	_____	_____
Publications & Products	_____	_____
Membership Income	_____	_____
In-Kind Support	_____	_____
Other (Specify)	_____	_____
 Total Revenue	 _____	 _____

Return grant application and narrative to:

M&M Area Community Foundation

Superior State Building, 1101 11th Avenue, Suite 2, PO Box 846 Menominee, MI 49858-0846

Phone: (906) 864-3599 Fax: (906) 864-3657 Email: mmfoundation@czwireless.net

If you have any questions, please call the Foundation office.

(All information must be given or your application may be denied.)

**M&M Area Community Foundation
APPLICATION CHECKLIST**

Please read carefully. This page becomes the cover sheet of your application. Check each box below to ensure all application materials have been completed and/or are included. All information must be given or your grant application may be denied.

NAME OF ORGANIZATION APPLYING FOR FUNDING _____

PROJECT NAME _____

PROJECT START DATE _____ AMOUNT REQUESTED \$ _____

- Proof of tax-exempt status enclosed (IRS Determination Letter, IRS Form 990[Pages 1 & 2] or a letter of explanation).
- General Information Complete.
- Previous Grant Recipient (Information Supplied)
- Executive Summary
- Explanation of the project goals and objectives.
- Description of your "new" or "on-going" project.
- Explanation to accomplish your goals and objectives.
- Explanation of other partners in your project.
- Explanation of a contingency plan.

- Completed Budgets.
- Optional: Letter of support to verify project need

**Return grant application and narrative to:
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Superior State Building, 1101 11th Avenue, Suite 2, PO Box 846, Menominee, MI 49858-0846
Phone: (906) 864-3599 Fax: (906) 864-3657 Email: mmfoundation@czwireless.net
If you have any questions, please call the Foundation office.**

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