

# STURGIS AREA COMMUNITY FOUNDATION

## *Mission Statement*

The Sturgis Area Community Foundation is committed to serving the charitable needs of our community, thereby enhancing the quality of life for all people in the Sturgis Area. We will accomplish this by:

- Serving as a community leader and resource for philanthropy
- Supporting a broad range of programs and projects
- Helping people fulfill their charitable dreams
- Building permanent endowments from a wide range of donors

### *What are the priorities of the Sturgis Area Community Foundation?*

- The improvement of living and working conditions for the citizens of the Sturgis area.
- Youth and recreation
- Public, educational, charitable or benevolent purposes
- Care of the sick or aged

### *What does the Sturgis Area Community Foundation prefer to fund?*

- Seed money for start up of innovative projects
- Programs serving the Sturgis area community
- Programs to leverage grants from other sources
- Programs which address prevention as well as treatment
- Programs which collaborate with several agencies
- Programs likely to be continuous and self supporting

### *What does the Sturgis Area Community Foundation prefer not to fund?*

- Existing obligations or debts
- Religious programs that appear to serve a specific religious denomination
- Fundraising events
- Individuals

### *How does an organization apply for a grant?*

Please contact any Board member or the office of the Sturgis Area Community Foundation for details about our application form and the procedures we require from our grant seekers. Forms are available at the Foundation office.

### *What are the eligibility requirements to apply for a grant?*

To be eligible for support, organizations and institutions must have tax exempt status under section 501 (c) 3 of the Internal Revenue Code.

# STURGIS AREA COMMUNITY FOUNDATION

## GRANT APPLICATION FORM

### INSTRUCTIONS

1. A cover letter should be included with each application, which introduces your organization and your grant proposal and makes a connection between your proposal and our mission and grantmaking interests. Please keep this cover letter to one typed page in length.
2. If you are submitting 1 grant proposal: Please submit 10 copies of your grant proposal (including 8 copies of the grant cover sheet and grant budget).
3. \*\*\*\*\*If you are submitting MORE than 1 grant proposal:
  - a. Please complete a grant application form for EACH of the grant proposals including a SEPARATE cover letter for each.
  - b. The application should include a grant application cover sheet AND grant budget sheet for EACH grant proposal, plus all required copies.
  - c. You need only provide 1 set of financial information and IRS determination letter.
4. Include a copy of the current IRS determination letter indicating 501 ( c ) 3 tax-exempt status if it has not been submitted previously.
5. Include a list of your Board of Directors and affiliations.
6. Include a copy of your organization's current annual operating budget, including expenses and revenue.
7. Include a copy of your most recent annual financial statement (independently audited, if available; if not available, attach your Form 990). Only one copy of audit or 990 is required.
8. Include the attached Grant Budget Sheet (and 8 copies).
9. Include the attached Grant Application Cover Sheet (and 8 copies).
10. You may include letters of support for your project from other organizations.
11. Include your annual report, if available.
12. Grant money must be paid out within one year of approval.
13. Please call our office if you have any questions.

**SPRING GRANT APPLICATIONS ARE DUE MAY 1; FALL Applications are DUE NOVEMBER 1st**

**Sturgis Area Community Foundation**  
**Mary Dresser and John Wiedlea Co-Directors**  
**310 N. Franks Avenue**  
**Sturgis, MI 49091**  
**Phone: (269) 659-8508 Fax: (269) 659-4539**  
**Email: sacf@sturgisfoundation.org**

**STURGIS AREA COMMUNITY FOUNDATION**  
**Grant Application**  
**Cover Sheet**

*Date of Application:* \_\_\_\_\_

Legal name of organization applying: \_\_\_\_\_  
(Should be same as on IRS determination letter and as supplied on IRS Form 990.)

Year founded: \_\_\_\_\_ Current Operating Budget: \$ \_\_\_\_\_

Executive Director: \_\_\_\_\_ Phone number: \_\_\_\_\_

Contact person/title/phone number \_\_\_\_\_  
(If different than Executive Director)

Address (principal/administrative office): \_\_\_\_\_

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

Fax number: \_\_\_\_\_

List any previous support from this funder in the last 5 years: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Name: \_\_\_\_\_

Purpose of Grant: (one sentence): \_\_\_\_\_  
\_\_\_\_\_

Dates of the Project: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

\_\_\_\_\_  
Signature, Chairperson, Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

# STURGIS AREA COMMUNITY FOUNDATION

## *Grant Budget*

*Below is a listing of standard budget items. Please provide the project budget in this format.*

A. Organizational fiscal year: \_\_\_\_\_

B. Time period this budget covers: \_\_\_\_\_

### Expenses

	Amount requested from The Sturgis Foundation	Total project expenses
Salaries	\$ _____	\$ _____
Payroll taxes	\$ _____	\$ _____
Fringe Benefits	\$ _____	\$ _____
Consultants and Professional fees	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Printing/copying	\$ _____	\$ _____
Telephone/fax	\$ _____	\$ _____
Postage and Delivery	\$ _____	\$ _____
Rent	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Maintenance	\$ _____	\$ _____
Evaluation	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
<b>Total amount requested</b>	<b>\$ _____</b>	<b>Total expense \$ _____</b>

### Revenue

	<u>Committed</u>	<u>Pending</u>
Local Govt. Grants	\$ _____	\$ _____
State Govt. Grants	\$ _____	\$ _____
Fed. Govt. Grants	\$ _____	\$ _____
Foundation Grants	\$ _____	\$ _____
Corporate donations	\$ _____	\$ _____
Individual donations	\$ _____	\$ _____
Income from events	\$ _____	\$ _____
Income from products	\$ _____	\$ _____
Membership income	\$ _____	\$ _____
In-kind support	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
<b>Total Revenue</b>	<b>\$ _____</b>	<b>\$ _____</b>