FREMONT AREA
COMMUNITY
FOUNDATION

Grant Application Checklist

Thank you for your interest in applying for a community grant with Fremont Area Community Foundation. The Community Foundation implements strategic grantmaking. Funding decisions are made using focused goals, defined priorities, and a set of shared metrics designed to measure and evaluate the programs and organizations that impact the community. Below please find a checklist to help you prepare for the application process. All the instructions referenced can be downloaded from the grants resources section of the website at *facommunityfoundation.org*.

☐ **Review the grant application information:** This information is found on the grants resources section of the website.

☐ **Submit the agency profile*:** The Community Foundation is required to retain recent agency information. Utilize the *community investment agency profile instructions* to complete the agency profile. Here is a list of things you will need to upload in your agency profile:
- o **501(c)(3) documentation**
- o **Current governing board list**
- o **Department of Licensing and Regulatory Affairs (LARA)'s annual report**
- o **Current year's budget**

*Agency profiles are required to be completed annually.

☐ **Read the grantmaking priorities:** Locate and read the Community Foundation's grantmaking priorities, found on the website, that align with your project. Contact staff with any questions.

☐ **Complete the research:** You will be asked to describe the local need, challenge, or opportunity based on relevant, local data regarding your specific project. Make sure to keep your data relevant to Newaygo County.

☐ **Measure results:** You will be expected to define your expected long-term impact (outcomes) as well as short term impact (outputs) on the community. Review the Newaygo County Area Dashboard to learn more about the area indicators that track critical outcomes in Newaygo County at *www.ncdashboard.org.*

☐ **Provide measurement tools:** You will be asked to describe and upload samples of measurement tools you plan to use in order to gauge the anticipated impact of your project. One file is preferred, so make sure to combine files if possible.

☐ **Create the budget:** You will be required to use the Community Foundation's budget template outlining the projected cost of your program. Know your anticipated project expenses and what amount you plan to request from the Community Foundation, as well as any revenue you plan to generate, or donations expected. Programs that show financial support from other partners are more competitive.

☐ **Gather letters of support:** Letters of support are required from each participating collaborating organization if their participation is necessary to reach the outcomes and outputs stated. One letter signed by all partners is permissible. Please combine all letters of support in one file for uploading purposes.

☐ **Identify additional relevant documentation:** You will have the opportunity to upload relevant documentation, such as program information, photos, project estimates, etc. **Please note, space is limited.*

☐ **Receive executive director approval:** You are required to have the approval of your executive director before the application can be submitted. An email option is available at the end of the application to send a link directly to your executive director for approval. Grant applications are not considered complete without executive approval.

☐ **Apply for the grant:** Once this checklist is complete, use the *community investment grant application instructions* to apply for your grant.

☐ **Review the timeline**: Once a grant application is submitted, it will take 2-3 months to work through the grant review process. Below is a table of what you can expect regarding the timeline from application submission. Contact staff if you would like to know the status of your application.

Activity	Timeframe	Description
Email notification	2-4 weeks	An email is sent containing information about the timeline and identifying the community investment team member who is assigned to your grant application for review.
Staff review	1-2 months	The community investment team member will review your application guided by the due diligence* process.
Committee review	2 months	-A report based on the findings of the due diligence process will be submitted to the appropriate committee. - Committee members will review the report and application to make a funding recommendation.
Distribution review	2.5 months	The Distribution Committee will make the final funding recommendations to the board.
Board review	3 months	The board will vote on the outcome of the grant application.
Notification meeting	3.5 months	The community investment team member will schedule a meeting with you to discuss the outcome of the grant request decision.

* For more information regarding the due diligence process, please view the *agency profile instructions*, which can be downloaded from the grants resources section of the website at *facommunityfoundation.org*.