



# Kent City Casnovia Community Foundation

PO Box 271 Kent City, Michigan 49330

Mission: To build a stronger community through partnerships,  
and enrich the lives of people in our community.

## Grant Application Guidelines

### Directions

- ✓ Grant proposals must be in an 8 ½" x 11" format, typed, and ready for copying.
- ✓ Fill in the attached form with the required information.
- ✓ Proposals will be accepted throughout the year. However, the foundation board meets every two months. Applications be accepted by October 1<sup>st</sup> (for consideration in the fall) and April 1<sup>st</sup> (for consideration in the spring).

### Mail Grant application to:

Grant Application  
Kent City Casnovia Community Foundation  
PO Box 271  
Kent City MI 49330

Or send via e-mail to: [kcccfoundation@gmail.com](mailto:kcccfoundation@gmail.com)

### Evaluation Criteria

1. Proposal is clearly written and includes project objectives, an implementation plan, timeline, materials, evaluation, marketing and projected cost.
2. Proposed project, as presented, involves (or will involve) community members.
3. Proposal demonstrates innovation or expansion of existing projects.
4. Projected project costs appear appropriate to the scope of the proposal submitted.
5. Proposed project may continue after the initial grant period.
6. Proposed project has an evaluation component.
7. Proposed project will provide pictures and descriptions for marketing purposes.
8. Is there a similar program currently being offered in the community?

### Award notification

- You will be notified if your grant proposal has been accepted. Typically within 6 weeks.

Name of Applicant(s): \_\_\_\_\_

Organization Affiliation: \_\_\_\_\_

Program/Project Title: \_\_\_\_\_

Amount of Funding Requested: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

1. Describe the intent/purpose of your proposal. Include a description of the individuals who will be affected.

2. What is your plan for project/program implementation. Include actual procedures, methods, and timing factors.

3. What is your proposed budget? Is the Foundation the only possible funding source? If this is meant to be a continuing program, how might future efforts be funded?

4. Has your proposal received support from members of the township, village, school, or church organization, and an appropriate administrator of the organization?

- Administrator:
- Date spoken with:
- Comments:

5. Would Foundation funding necessitate the expenditure of additional monies from another source of funding?

6. Please include any additional information which might assist the grant selection committee in making a decision.

# PAYMENT REIMBURSEMENT & REPORT GUIDELINES

1. General Information
  - a. Grants approved must be completed within one year.  
If funds are not spent within one year the grant will be closed and funds not released.
  - b. A final report should be submitted within one year of receiving the grant.
  - c. **It is a requirement of the grant to provide digital pictures of videos to be used as a marketing tool for the Kent City Casnovia Community Foundation.**
2. Guidelines for Grant Recipients (two options)
  - a. Pay for the purchase(s) using your check, cash, or credit card. Fill in the Payment Request Form, attach receipt(s) for your purchases, and send form to KCCCF for reimbursement.
  - b. Make purchase(s) and have the invoice(s) sent to you. When invoice is received, fill in the Payment Request Form, attach invoice(s) for your purchases, and send form to KCCCF. KCCCF will reimburse the vendor.

3. Final Report Guidelines

The final report regarding your project to the Kent City Casnovia Community Foundation is a permanent record of what you have achieved and what you have learned in the process. This report helps to shape future grant-making direction for our foundation. The final report should address the results in terms of what was planned and what was accomplished. Please answer the following questions and send to:

Kent City Casnovia Community Foundation  
PO Box 271  
Kent City MI 49330

- I. Project Summary
  - A. What were the projects intended goals?
  - B. What strategies did you use to achieve them?
  - C. What methods did you use to evaluate the strategies and goals?
- II. Progress Toward Goals/Outcomes
  - A. What were the 1-3 most significant achievements?
  - B. Does your experience suggest that original expectations for achieving these outcomes were realistic? If not, why not? If you modified your intended outcomes, indicated the changes.
  - C. Were there any intended goals or strategies that were not completed?
  - D. Were there any goals or strategies added or significantly changed?
  - E. Provide an update on your original time-line for implementation.
- III. Budget

# GRANT PAYMENT REQUEST FORM

Mail receipts and this form to: Kent City Casnovia Community Foundation  
PO Box 271  
Kent City MI 49330

Name of Grant: \_\_\_\_\_

Amount of Grant: \_\_\_\_\_

Completed Final Report (including digital pictures or videos.)

Summary of Expenses:

Description or Explanation	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total amount of this request	_____

Make check payable to: \_\_\_\_\_

Mail check to: \_\_\_\_\_

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

Address: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

For questions or clarification, contact:  
Becky Johnson, Treasurer, Kent City Casnovia Community Foundation  
kcccfoundation@gmail.com