



## GRANTMAKING GUIDELINES 2021

<https://ourcommunity.org/nonprofit-support/grants-at-the-community-foundation>

**What is the Community Foundation?** The Capital Region Community Foundation is a public charity organized as a collection of permanent endowments. Earnings from these funds is awarded to charitable nonprofits classified by the IRS as 501(c)(3) organizations and other eligible entities (such as municipalities, schools and faith-based organizations).

*The Community Foundation values projects and organizations that promote inclusiveness and that do not discriminate in hiring staff or providing services on the basis of race, gender, religion, marital status, sexual orientation, age, national origin or disability.*

*As a community leader, we have a responsibility to take action to create a more just and equitable society. We condemn racism, inequity and injustice, and we believe it is vital that all people in our community are valued and respected, especially those who have been historically marginalized. We are passionate about building vibrant, thriving and inclusive communities that uplift everyone who lives in our tri-county region.*

### **What the Community Foundation generally will not fund**

The Community Foundation is **unable** to fund the following through the grant application process: Individuals, international organizations, sectarian or religious programs, endowment funds, existing obligations, debts or expenses incurred before the grant approval date.

### **Regarding Capital Campaigns**

The Community Foundation will consider leadership gifts at the beginning of capital campaigns in order to leverage other giving. Please contact us for information.

### **The four Community Foundation competitive grant categories**

Detailed information and applications can be found on our Grant Information web page:

<https://ourcommunity.org/nonprofit-support/grants-at-the-community-foundation>

Applications must be for projects and programs that predominantly benefit residents of **Clinton, Eaton and Ingham Counties, Michigan**. Your organization must have the following:

- Federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Code; OR you must apply through a fiscal agent that meets this criteria.
- State of Michigan Charitable License to Solicit. For information about applying, please contact the Michigan Attorney General's office.

A nonprofit organization may apply for more than one grant category per year. However, organizations should be thoughtful before submitting applications for multiple categories. Only one grant application per category will be accepted from each organization. Applications will be reviewed and awards will be selected by a volunteer committee.

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### **❖ Impact grants - \$10,000 - 75,000**

**NOTE:** Impact grantees are not eligible for funding in consecutive years. All Impact Grants require a 1:1 cash match be met before the grant is paid.

#### **CRITERIA**

Projects must meet at least one of the following Impact Criteria:

- **Significantly increase the long-term impact of an organization or program, not to provide cash assistance for ongoing operations.** *Operating expenses are defined as routine expenses in an organization's operating budget, such as costs for ongoing programming, occupancy, administration, etc. We do not award grants for operating deficits.* For example: Impact grants will not purchase food for a pantry, but our committee may consider purchasing equipment that would help a food pantry stock healthier options.

### **Impact Grant criteria - continued**

- **Significantly increase the organization's ability to reach underserved populations, not to simply serve more people.** For example: Impact grants will not be made to support additional people utilizing an existing program, but our committee may choose to fund some costs to expand the program to serve a new population . To qualify, a need must be substantiated along with a detailed sustainability plan.
- **Enable two or more nonprofits to work collaboratively to create transformative and sustainable community change.** For example, two organizations serving the same constituents may implement a new or expanded program together that would otherwise be impossible without collaboration.

**IMPACT GRANT TIMELINE:** The preliminary application period is December 1 – February 1. The Impact Grant Committee reviews the preliminary applications in late February and decides which will be invited to submit a full grant application. Full applications are due in April, reviewed by committee in mid-June, and notification to grantees by the end of June. Funds must be requested within one year of grant approval date, once the 1:1 cash match has been secured.

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### **❖ Capacity Building Grants**

Capacity Building grants help an organization increase its sustainability and effectiveness by strengthening management systems and governance structures. The Foundation does this by partnering with our Capacity Building grantees and other experts in organizational management.

***We strongly encourage you to contact us for a phone consultation before you apply for a capacity grant. Contact Cindy Hales, Director of Community Investment, 989-560-4786 or [chaless@ourcommunity.org](mailto:chaless@ourcommunity.org).***

- The first step is an application. The application seeks to identify the specific problem(s) you need to solve in your organization. We are looking for a clear understanding of the capacity issue(s) that create challenges within the management systems or governance structure of your organization.
- Step two involves meeting with Community Foundation staff to co-design a detailed plan of action to address your capacity issue.

### **CRITERIA**

- Request must focus on increasing organizational sustainability or effectiveness by strengthening management systems or governance structures.
- Applicants must have at least one paid staff and an annual operating budget of at least \$100,000.
- Applicants must agree to work with Community Foundation staff to co-design a plan of action.

### **Examples of Capacity Building issues include:**

*Board Development	*Fundraising Planning	*Governance Structures
*Leadership Development	*Long-range Planning	*Succession Planning
*Staffing Training and Development	*Diversity, Equity, and Inclusion Training	

**CAPACITY GRANT TIMELINE:** The grant application period is December 1 - February 1. Applications will be reviewed in late February by the Capacity Building Committee. Organizations selected for funding will work collaboratively with Community Foundation staff to co-create a plan of action during March and April.

## ❖ Mini-Grants – up to \$5,000

Mini Grants are perfect for smaller organizations that seek programming or project support. These opportunities are provided to donor-advised fund holders for consideration. TIP: Donors tend to respond well if they understand exactly what they will be funding.

### CRITERIA

- The applicant's operating budget cannot exceed \$350,000.
- Mini-Grants can be requested for ongoing programming and/or capacity building.
- Mini Grants are best suited to programs or projects that are not time-sensitive. There is no guarantee that your proposal will be selected for full or partial funding, or that it will be funded within a certain time frame.

**MINI-GRANT TIMELINE:** The grant application period is December 1 - February 1.

- **March:** A color brochure with a brief but compelling description of all mini-grant requests will be provided to the Community Foundation's donor advised fund holders for their consideration. Since there is no guarantee that mini grant requests will be funded, or within a certain timeframe, mini-grants are best suited to programs that are not time-sensitive. This brochure will also be made available to funders throughout the year.

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## ❖ Youth Grants – up to \$5,000

Youth grants are for programs that help teens age 12-18 in the Capital Region. The Youth Action Committee (YAC) is a group of teens who oversee the Youth Fund grantmaking. The Capital Region has three YAC branches: Charlotte, St. Johns and Greater Lansing.

### CRITERIA

- Organizations eligible for Youth Grants must serve youth and teens in Ingham, Eaton or Clinton counties.
- The Youth Action Committee is especially interested in proposals that provide teens with skills to handle with the most pressing issues identified in the most recent Youth Survey, which currently are:
  - Teen Mental Health (Depression, anxiety, suicide, eating disorders, etc.)
  - Abuse (substance, sexual, emotional, racism, sexism, bullying, etc.)
  - Stress (academic, family, social, emotional, employment readiness, etc.)

**YOUTH GRANT TIMELINE:** The grant application period is Dec 1 – Feb 1. Final grant decisions are made by the Youth Action Committee in April/May. Applicants will be notified by the end of May.

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## Capital Region Community Foundation Program Staff

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