

## **TCCF GRANT APPLICATION INFORMATION**

### ***TCCF emphasizes projects that:***

- Are innovative and present opportunities to leverage other local funds raised and yield substantial local benefits for the community resources invested. Also, those projects that facilitate cooperation and collaboration between organizations, and have the potential to continue after the grant period are generally favorably reviewed.

### ***TCCF's Granting is guided by general policies:***

- Other than grants made to individuals through designated scholarship funds, grants are made to 501 (c) (3) organizations or other tax-exempt organizations and programs benefiting the citizens and communities of Tuscola County.
- Grants are made for a wide variety of charitable, community, scientific, literary, educational and cultural programs and purposes.
- Grants are not available for sectarian religious programs.
- Generally, grants are not made for operating budgets, previously incurred debt, endowment campaigns or fundraising activities.
- Projects already begun, or have been completed, are not eligible for funding.

### ***Funds Available (see spring/fall cycle media announcement for specific funds granting in the cycle)***

- ***Anne Laethem*** – preservation of historic buildings in Tuscola County
- ***Claude D. & Etta H. Andrews*** – support activities benefitting the children of Tuscola County
- ***Healthy Youth/Healthy Seniors*** – health-orientated programs serving youth under the age of 18 and seniors over the age of 65 in Tuscola County
- ***William A. & Ruth Janks*** – unrestricted programs and projects in Tuscola County with preference given to activities benefitting the residents of the Caro area.
- ***Greater Millington Area Fund*** – support projects benefitting the greater Millington area
- ***Don List Fund for Special Needs Children*** – support for special needs children, including but not limited to, those children with social, emotional, mental, or physical needs.
- ***List Family Fund*** – support for programs in Tuscola County in the areas of human services, the environment and the arts; preference given to Caro area. Will consider start-up costs for new programs or organizations.
- ***Kiwanis Club of Caro Fund*** – support children's programs and activities in Tuscola County, with preference to Caro area projects
- ***Thumb Area Center for the Arts*** – promoting appreciation of the arts, including but not limited to the visual, performing, and literary arts within Tuscola County.
- ***Ortner Charitable Foundation*** – unrestricted programs/projects that support communities in Tuscola County and the city of Frankenmuth
- ***Homelessness Prevention Fund*** – support programs addressing homelessness in Tuscola County
- ***Don Petro Fund*** – programs that support basic human needs and assistance with health issues, community infrastructure needs, sports equipment for youth and promotion of healthy lifestyle and volunteerism.
- ***Neal Sisters Fund*** – unrestricted, with preference to projects addressing education, horticulture, food insecurity, community development, and improvement benefitting residents of Tuscola County

Provide the following information in this order. No more than four single pages, double-spaced, 12-point font.

## **A. NARRATIVE**

### **1. Organization Summary**

- Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

### **2. Purpose of Grant**

- Statement of needs/problems to be addressed; description of target population and how they will benefit.
- Description of project goals, objectives, and statements as to whether this is a new or ongoing part of the sponsoring organization.
- Timetable for implementation (start and end dates).
- List of any partners in the project and their roles.
- What is your plan for long-term sustainability?

### **3. Evaluation**

- Plans for evaluation, including how success will be defined and measured.

### **4. Budget Narrative**

- Use the **Grant Budget Format** provided.
- List of amounts requested from other foundations, corporations and funding sources to which this proposal has been submitted.
- Estimates for purchase of equipment/services may be attached as support.

### **5. Organization Information**

- Brief summary of the organization's history.
- Statement of the organization's mission and goals.
- Description of current programs, activities, and impact.
- Authorized signatures for schools include Superintendent or Principal, for non-profits include CEO or Exe. Director

## **B. ATTACHMENTS**

1. A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status.
2. List of Board of Directors.

## **C. FORMAT**

1. Provide one legible (preferably typed) original copy, printed single-sided (DO NOT STAPLE).
  2. **NOTE:** As of Fall 2025, no additional copies are required.
  3. Incomplete applications will not be considered (i.e. unsigned, missing narrative, budget not included, copies missing, etc.)
  4. If you are applying to more than one Fund, you must submit an original copy for each Fund you are applying to.
- Mail all application materials to:

**Tuscola County Community Foundation**  
**PO Box 534**  
**Caro, MI 48723**

*Questions? Call the office at: 989.673.8223 or visit: [www.tuscolaccf.org](http://www.tuscolaccf.org)*

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***Applications for Spring Cycle accepted February 1 – March 1 (must be postmarked by March 1<sup>st</sup>)***  
***Applications for Fall Cycle accepted September 1 – October 1 (must be postmarked by October 1<sup>st</sup>)***

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## GRANT APPLICATION

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

Year Founded: \_\_\_\_\_ Current Annual Operating Budget: \_\_\_\_\_

Executive Director: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Contact person/title: \_\_\_\_\_  
(if different from executive director)

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

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

Phone number: \_\_\_\_\_  
(include area code) (secondary phone or email address)

Web address: \_\_\_\_\_

List any grant awards from TCCF in the last 3 years: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_

TCCF Fund applying to: \_\_\_\_\_ (if applying to more than one fund, must submit separate applications)

Amount Requested: \$ \_\_\_\_\_ Will accept partial funding? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Minimum Amount: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

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

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (i.e. Exe. Director, CEO, Superintendent, etc.)

### GRANT BUDGET FORMAT

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

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

**B. Period this budget covers:** \_\_\_\_\_

**C. Total Project Expenses:** \_\_\_\_\_

	Amount requested from TCCF	Total expenses
1. Consultants / Professional Fees	\$ _____	\$ _____
2. Construction costs	\$ _____	\$ _____
3. Equipment	\$ _____	\$ _____
4. Supplies	\$ _____	\$ _____
5. Other (specify)	\$ _____	\$ _____
<b>Total amount requested</b>	<b>\$ _____</b>	<b>\$ _____</b>

**D. Revenue: List sources of revenue that are committed and those which are pending.**

	Committed	Pending
<b>1. Grants/Contracts/Contributions</b>		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations (itemize)	\$ _____	\$ _____
Corporations (itemize)	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
<b>2. Earned Income</b>		
Events	\$ _____	\$ _____
Publications and Products	\$ _____	\$ _____
<b>3. Membership Income</b>	\$ _____	\$ _____
<b>4. In-Kind Support</b>	\$ _____	\$ _____
<b>5. Other (specify)</b>	\$ _____	\$ _____
<b>Total Revenue</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Tuscola County Community Foundation operates without discrimination as to age, race, religion, sex, handicap, sexual orientation or national origin in consideration of grant requests.**