



Lenawee Cares



For Lenawee's health, happiness, and hope.
Now and forever.

LENAWEE COMMUNITY FOUNDATION GRANT APPLICATION INSTRUCTIONS

Funding Strategies

To make the best use of available funding, the Lenawee Community Foundation will give highest consideration to programs that:

- Provide direct services to individuals and families with basic needs, health, youth programs, or other human services.
- Leverage resources through funding partnerships, matching grants, or sharing of other resources.
- Can be sustained without continued funding from the Community Foundation.
- Improve the quality of charitable organizations by means of more efficient or effective operations.
- Address high priority, identified community needs.
- Have the potential to make sustainable, positive change in the quality of life in Lenawee County.
- Encourage collaboration and cooperation among charities, and do not duplicate existing services.
- Encourage volunteerism, civic, or community involvement.

Requests that are Generally not Funded

While the Lenawee Community Foundation remains flexible in addressing many areas of needs within Lenawee County, the following types of requests will generally not be considered for funding:

- Capital projects.
- Indirect services.
- Programs or services from outside Lenawee County that do not provide substantial benefits to Lenawee residents.
- Religious organizations except for those services provided on a secular basis, which are available to persons without regard to religious preference or participation.
- Services which are generally considered to be governmental or school obligations.
- Efforts which will require a commitment for long-term financial support.

By May 1 you must have completed the Pre-Qualification Documentation Checklist, with information submitted to the Foundation. If you previously submitted documentation, please just ensure we have any information that has changed. Please contact Paula Trentman prior to applying at 517.263.4696 or paula@lenaweecf.com.

All applications must be typed. Applications will be accepted from only not-for-profit organizations.

By submitting an application, I confirm that our nonprofit is in compliance with all previous grants awarded from Lenawee Community Foundation.

Pre-Qualification Documentation Checklist:

DOCUMENTATION CHECKLIST		
MISSION		
	1	Attach mission statement.
BY-LAWS		
	2	Attach current by-laws.
BOARD ROSTER		
	3	Attach current board roster.
ANNUAL REPORT		
	4	Attach your most recent annual report.
FINANCES		
	5	Attach annual budget.
	6	Attach most recent annual audit. If no audit, indicate in Notes & attach review or internal audit, if applicable.
STATE REQUIREMENTS		
	7	Attach documentation of Michigan Nonprofit Corporation Information Update (annual form due 10/1).
	8	Attach copy of annual Registration to Solicit or exemption form.
FEDERAL REQUIREMENTS & FORM 990 INQUIRIES		
	9	Attach copy of most recent Form 990.
	10	Attach copy of Whistleblower Policy.
	11	Attach copy of Record & Document Retention Policy.
	12	Attach copy of Conflict of Interest Policy.
	13	Attach copy of IRS Determination Letter.
POLICIES		
	14	Attach copy of Personnel Policies.
	15	Attach copy of Code of Ethics Policy.
	16	Attach copy of Confidentiality Policy.
GENERAL INFORMATION		
	A	What is your Fiscal year?
	B	How many times does your board meet per year?
	C	Do you have an audit committee? If you use another committee to oversee your audit, list the committee name.
	D	List your other committees.
	E	Do you carry Officers & Directors Liability Insurance?
	F	Do your board and staff complete annual Conflict of Interest statements?

After completion, please feel free to scan the documents to – paula@lenaweecf.com