



October 10, 2024

Dear Non-Profit Administrator:

I am pleased to announce that the Ferndale Community Foundation has released its grant application for 2024. You may obtain the application from at the City's website: www.ferndalemi.gov. The deadline for all grant applications is Friday, November 15th, 2024. They may either be turned in electronically at dan.martin0707@gmail.com or by mail/hand delivery to:

Ferndale Community Foundation Grants Submission
Ferndale City Manager's Office
300 E. Nine Mile Road
Ferndale, MI 48220

A total of \$25,000 will be awarded in 2024. Awards will not exceed \$2,500 per applicant. Grants will be accepted from 501 c (3) organizations whose projects are in or make a significant impact to the residents of Ferndale. Projects will be accepted in the areas of health, human services, public art, education and other areas. The Foundation is not interested in grants that are specifically aimed at funding general operating expenses.

Please completely review the instructions on the application. If you have any additional questions please e-mail them to dan.martin0707@gmail.com. If you require a paper application, please do not hesitate to e-mail at the above address or call me at 248-672-4067.

I would like to thank you for all the excellent work that you are doing on behalf of Ferndale and its residents. We appreciate the opportunity to partner with you in promoting growth locally.

Sincerely,

Dan Martin
Chairperson, Ferndale Community Foundation

Common Grant Application Form

Please provide the following information in this order. Use these headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for length and response.

A. NARRATIVE

1. Executive Summary
 - Begin with a half page executive summary. Briefly explain why your agency is requesting the 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, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
 - Timetable for implementation.
 - Who are the other partners in the project and what are their roles?
 - Acknowledge similar existing projects or agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.
 - Describe the active involvement of constituents in defining problems to be addressed, making policy, and planning of the program.
 - Describe the qualifications of key staff and volunteers that will ensure the success of the program. Are there specific staff training needs for this project?
 - Long term strategies for funding this project at the end of the grant period.
3. Evaluation
 - Plans for evaluation including how success will be defined and measured.
 - How evaluation results will be used and / or disseminated and, if appropriate, how the project will be replicated.
 - Describe the active involvement of constituents in evaluating the program.
4. Budget Narrative / Justification
 - Grant Budget; use the **Grant Budget Format** that follows, if appropriate.
 - On a separate sheet, show how each budget item relates to the project and how the budgeted amount was calculated.
 - List amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted.
 - In the event that we are unable to meet your full request, please indicate priority items in the proposed grant budget.
5. Organization Information
 - Brief summary of organization's history.
 - Brief statement of organization's mission and goals.
 - Description of current programs, activities and accomplishments.
 - Organizational chart, including board, staff and volunteer involvement.

B. ATTACHMENTS

1. A copy of the current IRS determination letter indicating 501(c) (3) tax-exempt status.
2. List of Board of Directors with affiliations.
3. Finances
 - Organization's current annual operating budget, including expenses and revenue.
 - Most recent annual financial statement (independently audited, if available; if not available, attach Form 990)
4. Letters of support should verify project need and collaboration with other organizations. (Optional)
5. Annual report, if available.

Common Grant Application Cover Sheet

Date of Application: _____

Legal name of organization applying: _____

Year Founded: _____ Current Operating Budget: _____

Executive Director: _____ Phone Number _____

Contact Person / title / phone number (if different from executive director):

Address (principal / administrative office): _____

City/State/Zip: _____

Fax Number: _____ E-mail Address: _____

List of any previous support from the Ferndale Community Foundation in the last 5 years:

Project Name: _____

Purpose of Grant (one sentence): _____

Dates of Project: _____ Amount Requested: _____

Total Project Cost: _____

Geographic Area Served: _____

Signature, Chairperson, Board of Directors

Date

Printed Name and Title

Signature, Executive Director

Date

Printed Name and Title

Grant Budget Format

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

- A. Organizational Fiscal Year: _____
- B. Time period this budget covers: _____
- C. Expenses: include a description and total amount for each of the following budget categories, in this order:

| <u>Description</u> | <u>Amount Requested</u> | <u>Total Project Costs</u> |
|-----------------------------------|-------------------------|----------------------------|
| Salaries | | |
| Payroll taxes | | |
| Fringe Benefits | | |
| Consultants and Professional Fees | | |
| Insurance | | |
| Travel | | |
| Equipment | | |
| Supplies | | |
| Printing and Copying | | |
| Telecommunications | | |
| Postage and Delivery | | |
| Rent | | |
| Utilities | | |
| Maintenance | | |
| Evaluation | | |
| Marketing | | |
| Other (please specify) | | |
| <u>Total:</u> | | |

- D. Revenue: include a description and the total amount for each of the following budget categories, in this order, please indicate which sources of revenue are committed and which are pending.

| <u>Description</u> | <u>Committed</u> | <u>Pending</u> |
|---|------------------|----------------|
| 1. Grants / Contracts / Contributions from: | | |
| • Local Government | | |
| • State Government | | |
| • Federal Government | | |
| • Foundations | | |
| • Corporations | | |
| • Individuals | | |
| • Other (specify) | | |
| 2. Earned Income from | | |
| • Events | | |
| • Publications and Products | | |
| 3. Membership Income | | |
| 4. In kind Support | | |
| 5. Other (specify) | | |
| <u>Total Revenue</u> | | |

Evaluation Reporting

All organizations awarded grants are required to file a follow up evaluation of the project no later than June 1st, 2025. Evaluations should include a 1 – 2 page summary of the projects and outcomes, as well digital photos of the project itself. Failure to supply the year end evaluation will result in the organization being denied funding opportunities in the future.