



Shiawassee In Motion 1.0

Action Grant Guidelines

The Cook Family Foundation seeks to improve our community by strengthening the organizations that serve the residents of Shiawassee County. To advance this purpose, we have designated up to \$15,000 to be available as **Action Grants** in support of the **Shiawassee in Motion 1.0** initiatives.

Who decides how will funds be distributed?

Up to \$2,500 has been allocated to EACH of the six focus areas outlined in **Shiawassee in Motion 1.0**. An objective, community-based grant review panel (representatives are NOT applying for grant funds) is being assembled to review grants and make final recommendations to the Cook Family Foundation Board of Trustees.

Who can apply, and for what purposes?

Organizations participating in the leadership of activities that highlight our community's assets while building momentum within the focus areas are eligible to apply for an **Action Grant**. As funding is limited to \$2,500 per Focus Area (and may be shared among multiple projects or initiatives), **collaborative grant applications are encouraged**.

Action Grant applications should be tied to a collaborative Action Plan. Funds may be used for a wide variety of activities including (but not limited to):

- Match funds to leverage other grant sources
- Purchase of software that enables collaborative information sharing
- Contractual fees for a consultant, trainer, or other service provider
- Travel/site visits to explore model programs
- Stipend for a "project leader"

Action Grants typically *will not be awarded* for food, recognition gifts, room rental, or other resources that could be secured as an in-kind community contribution.

NOTE: *The Cook Family Foundation generally provides funding to registered 501c3 nonprofit organizations. However, government entities or faith-based organizations providing secular services may also be eligible for funding. Please contact us if you have questions regarding the grant framework or your eligibility to apply.*

For how long will funding be available?

- Funding will be for any period of up to one year.
- Grants will be awarded on a first-received, first-reviewed basis.
- **TIMELINE:**
 - Applications due no later than Friday, March 23, 2012
 - Applicants will be notified of funding decisions no later than April 30, 2012.
 - If all grant funds are not expended in the first round of consideration, a second round of funding will be established.

What are the reporting requirements?

- For projects lasting more than three months, a mid-point report and final report will be required.
- For projects lasting less than three months, only a final report will be required.
- Reports should include full accounting for project funds, as well as a narrative that describes progress toward goals and outcomes.
- Funding recipients will be required to sign a grant agreement outlining all terms; the full grant award will be disbursed upon receipt of the signed grant agreement.

A complete Application Packet will include:

- Applicant Information/cover sheet (attached)
- Proposal: 2-3 pages outlining:
 - Basic goal of the project
 - Key change(s) you are working toward, and what you hope to achieve within the grant period
 - Key partners in the project, and their respective roles
- Letters of commitment from up to 3 project partners, as appropriate
- Project Budget (sample format)

Budget Item/detail	CFF Request	Other funding support (identify source)	Total project funding
Ex: Project Coordinator (100 hours x \$10/hr)	\$1,000		\$1,000
Marketing (fliers, postcards and postage to 300 local business owners)	\$500		\$500
Food for 3 focus groups/planning meetings (\$50/meeting)		\$150 (each meeting sponsored by a different company – ABC, DEF, GHI)	\$150
Media (full page ad to announce results of planning committee and kick-off event)		\$600 (business sponsorship of newspaper ad by FunTime Inc)	\$600
Totals:	\$1,500	\$750	\$2,250

Complete Application Packets should be submitted to:

Robin Lynn Grinnell
Program Officer
Cook Family Foundation
PO Box 278
Owosso, MI 48867

- Materials may be sent via email (PDF format preferred) to: robin@cookfamilyfoundation.org

Shiawassee in Motion 1.0 Action Grants



Applicant Information

Organization Name _____

Name/Title of lead contact _____

Address _____

City: _____ State: _____ ZIP: _____

Phone _____

Email _____

Web address: _____

Focus Area (check one):

Improve collaboration, cooperation and communication between governments

Assist, accelerate and attract businesses, and support innovation and entrepreneurs

Talent creation and retention

Support, develop and leverage natural areas and working lands

Placemaking

Market, brand and promote the county as a region with one voice

Project Summary

Project Title: _____

Total Grant Requested: \$ _____ Total Project Cost: _____

Dates of Project: Start _____ End _____

Purpose Statement : _____

Authorization

Signature, Grant Manager (contact)

Date

Signature, Executive Director/President

Date