



MINI GRANT APPLICATION INSTRUCTIONS

- Visit www.bayfoundation.org to review grant guidelines. Confirm your organization is eligible to submit a grant application.
- Review grant fund descriptions on the following sheet to determine which fund is the best fit for your grant application.
- Contact Bay Area Community Foundation's program officers to discuss your project.
- A grant application draft may be submitted at least two weeks prior to the grant deadline for review. The Foundation may require changes in a proposed application before it can be submitted for committee review.
- Answer all application questions in the order listed. Application must be typed and single-spaced.
- Submit the following:
 - ✓ One unbound hard copy of grant application
 - ✓ One electronic copy (via email preferred) of grant application.
- Grant application must be submitted to the Foundation no later than 5:00 p.m. on the application deadline dates as listed on the website. If the deadline falls on a weekend or holiday, the next working day is the deadline date.

Bay Area Community Foundation
Pere Marquette Depot
1000 Adams, Suite 200
Bay City, MI 48708
989.893.4438
Website: www.bayfoundation.org



BAY AREA COMMUNITY FOUNDATION MINI GRANT FUND DESCRIPTIONS

Fund Name	Description	Availability
Arenac County Endowment Fund	Projects and programs which impact Arenac County - \$1000 or less	March and October
Civic League Advisory Fund	Bay County programs that provide services to women, children, and families - \$1000 or less	March
Elizabeth Husband Endowment Fund	Bay County programs that provide holiday season activities. Examples of such activities are, but not limited to: food baskets, clothing, and children's toys - \$1000 or less	October
Health Initiative Fund– Arenac County	Projects and programs that benefit the health and wellness of Arenac County residents - \$1000 or less	March and October
Northern Bay County Fund – Mini Grant	Projects and program which impact northern Bay County - \$500 or less	October
Youth Advisory Committee – Mini Grant	Projects and programs that directly benefit the youth (18 and under) of Bay County - \$1000 or less	March and October



**BAY AREA COMMUNITY FOUNDATION
GRANT APPLICATION COVER SHEET**

Fund Name (*Only one fund per cover sheet*): _____

Grant ID Number _____ 501(c)(3)/Tax ID: _____

Legal Name of Organization Applying: _____

(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Director's Name and Title: _____

Grant Contact Person/Title/Phone Number: _____

(if different from director): _____

Address (*principal/administrative office*): _____

City/State/Zip: _____

Phone Number (*with area code*): _____ Fax: _____

General Email Address: _____

Email Address for Contact if Different: _____

Project Title: _____

Purpose of Grant: (*no more than two sentences*) _____

Project Timeline: _____ Geographic Area Served: _____

Total Cost of Project: \$ _____ Amount Requested: \$ _____

Answer the following questions in the order listed. You may use up to four pages.

A. Narrative

1. Statement of Need

- Detail the need for and importance of the project. Make a compelling case as to why our community would benefit from this project.

2. Project Details

- Summarize program or project. Indicate whether this is a new or ongoing initiative for your organization and/or community.
- Outline project goals, action plan, and timetable for implementation.

3. Evaluation

- Describe how you plan to evaluate the success of the project.

B. Budget

- Provide a detailed budget for this program or project. Include all expenses and revenue.