



Keweenaw

community foundation

For **good.** For **ever.**

Copper Country Youth Hockey Endowment Fund ~ 2016-2017

NOTICE OF GRANT AVAILABILITY

Grant Requirements and Information

The Grant Application Package consists of:

- Grant Application cover sheet
- 2-page Narrative
- 1-page Description of your organization
- Grant budget
- Copy of IRS determination letter indicating 501(c)3 or other non-profit status
- Letter(s) of support that verify project need and collaboration with other organizations. (optional)

Who may apply for a KCF Grant?

1. Grants must directly benefit KCF's service areas of Keweenaw and Houghton counties.
2. Grants are only made to: non-profit organizations that are tax-exempt, school districts, municipalities and other governmental units.
3. Grants must be used for charitable purposes.
4. No grants may be used for any political campaign or to support attempts to influence any governmental body other than by making the results of nonpartisan analysis, studies or research publicly available.
5. Grants are usually given for specific purposes with the understanding that the Foundation has no obligation or commitment to provide any additional support to the grantee.
6. The Foundation operates without discrimination as to age, race, religion, disability, sex or national origin in the consideration of grant requests, and will award grants only to grant seekers that do not discriminate.

Amount Available to Grant

The total amount available to grant is **\$2,801.85.**

Due Dates for Grant Applications

To be considered, grant applications must be submitted to the Keweenaw Community Foundation office at 236 Quincy Street, Hancock, MI 49930, in person, sent by postal mail or emailed to mail@k-c-f.org no later than **12 pm on December 28th, 2016**

When Will Grant Awards Be Announced?

The Keweenaw Community Foundation will announce grant award recipients by **January 26th, 2017**

Grant Project Period

Projects should take place within one year from the grant award.

Reporting Requirements: Grantees **MUST** submit an interim and final report to the Keweenaw Community Foundation using substantive criteria to document the successful implementation of their project/program. Should the grantee fail to submit such a report, no new grant proposals will be considered for funding in future years.

Grant applications are available on KCF website www.keweenawgives.org, e-mail (mail@k-c-f.org), or stopping by the Keweenaw Community Foundation office at 236 Quincy Street, Hancock, MI 49930.
For more information, call KCF at Tel: 906-482-9673.

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GRANT APPLICATION COVER SHEET

Date of Application: _____

Legal Name of Organization Applying: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990).

Year Founded: _____ Current Operating Budget: \$ _____

Contact Person: _____ Title: _____

Principal Address of Administrative Office: _____

City/State/Zip: _____ Phone Number: _____

Fax Number: _____ E-mail address: _____

Project Name: _____

Existing Project? yes no New Project yes no Number to be served _____

Purpose of Grant: _____

Specific Geographic Area Served: _____

Dates of the Project: _____ Amount Requested: \$ _____

Total Project Cost: \$ _____ Matching Funds? yes no How much \$ _____

Interested in partial funding of the grant for which you are applying? yes no

(Printed Name) _____
(Date)

(Signature, Project Director)

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Grant Application

NARRATIVE

Please provide the following information in the order given.

This narrative should briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and an explanation of how you will spend the grant funds. **Please do not exceed TWO pages.**

The narrative should include:

- How the proposed project will promote and support youth ice hockey programs through the Copper Country Junior Hockey Association territory or to expand opportunities for youngsters to further develop the skills necessary to participate in ice hockey.
- Description of project goals and objectives (measurable) and a statement as to whether this is a new project or existing activity of the sponsoring organization.
- Plans to accomplish goals and objectives.
- Timetable for implementation (Project period is one year from project award).
- Describe whether there are other partners in the project and what are their roles?
- Long-term strategies for funding this project if it is to continue past the grant period.
- Plans for evaluation. This should explain how success will be defined and measured. Include impact on participants and/or the community in your evaluation.
- Description of how the grantee organization will publicize the grant to help bring in new donors to the fund. KCF logo is required on all print material related to the grant project and is available per request. A copy of press releases and copies of any published articles or other publicity via newspaper, radio, newsletters, website, brochures, magazines, flyers, TV, and announcements are required. One collaborative newspaper article with the Keweenaw Community Foundation is required per grant cycle and must be approved by KCF prior to media release

Please submit the following information about your organization. Do not exceed one page.

- A brief summary of your organization's history.
 - Its mission and goals.
 - A description of current programs, activities and accomplishments.
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Grant Application

GRANT BUDGET

Below is a list of standard budget items. Please provide the budget only for the project for which you are seeking a grant.

Organizational fiscal year: _____

Time period this budget covers: _____

EXPENSES: include amounts (1) to be used from this grant (2) for the total project.

	<u>Grant Amount Requested</u>	<u>Total Project Expense</u>
Salaries, Taxes, Benefits	\$ _____	\$ _____
Consultants and Professional Fees	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Printing, Copying, Supplies	\$ _____	\$ _____
Telephone and Fax	\$ _____	\$ _____
Postage and Delivery	\$ _____	\$ _____
Rent and Utilities	\$ _____	\$ _____
Evaluation	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
Total Amount Requested:	\$ _____	Total Project Expenses \$ _____

REVENUE: Please indicate which sources of revenue are committed and which are pending.

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

****NOTE:** This budget form is a template for guidelines on what we are looking for in a budget submitted with your grant application. Please feel free to submit your own budget in another format.