



## GRANT APPLICATION GUIDELINES

The Shelby Community Foundation is pleased to announce the disbursement of funds and awarding of grants to eligible charitable programs run by nonprofit organizations, schools, or local units of government. Funding comes from interest earned on various Foundation endowments, and fundraising.

### Eligibility Requirements:

- Eligible programs must target a population in Shelby Township, or be a project to improve the quality of life in Shelby Township.
- These funds may not be used for capital expenditures.
- The requesting organization must be Shelby Township-based OR the project target population must be Shelby Township residents.

### How to Apply for a Grant:

- Complete the grant application form.
- Attach the following documents:
  1. If appropriate an IRS copy of your organization's nonprofit, 501(c)(3) status (not required if the applicant is a school or local unit of government) or a statement of the charitable purpose of the grant.
  2. Your organization's current annual operating budget with income and expenses.
  3. List of your Board of Directors and their affiliations.
  4. Your organizations' most recent audited financial statement. If no audit is available, explain why.
  5. Project budget detailing expenses and anticipated income sources.
  6. Any matching funding that will be provided. (Matching funding not required).

### Completion Requirements: Grant recipients are required to:

1. Complete project activities in one year.
2. Include "Supported by the Shelby Community Foundation" on any printed project material, and to use the Foundation logo.
3. Issue press releases regarding the grant award.

Grant Application Awards: Grant funds will be awarded 3 times per year during the months of February, June and October with a deadline for submission of applications being on or before February 1<sup>st</sup>, June 1<sup>st</sup> and October 1<sup>st</sup>. If you have any questions, please contact the Foundation at 586-909-5305. Please mail applications to:

Shelby Community Foundation, Attn: Planned Giving Committee, P. O. Box 183181,  
Shelby Township, MI 48318-3181.