

## Completing Your Community Foundation Application

1. Read through the Foundation's grant priorities and guidelines—found at [muskegonfoundation.org/grants](http://muskegonfoundation.org/grants) and [mason-foundation.org/grants](http://mason-foundation.org/grants).
2. If your project fits the stated priorities, follow the “apply for a grant” link to our online grant application - hosted by Submittable. There, you'll start the process with an Application of Intent. (Direct link: <https://cffmc.submittable.com/submit>).



community foundation

Muskegon County



community foundation

Mason County

Clicking “Apply” will prompt you to log in or sign up. **When creating your login and password, we recommend using a communal email that isn't tied to an individual identity at your organization (for example, [grants@muskegonfoundation.org](mailto:grants@muskegonfoundation.org)).**

**For Muskegon County:** The Application of Intent is due two weeks prior to the grant deadline. After you submit, you'll receive an email confirmation from the Community Foundation stating that your application has been received. Staff are looking for applications that align with our Community Foundation values. **If your application is a fit for funding, you will receive an email link inviting you to submit a full grant application.** Foundation staff will respond to your Application of Intent within three business days.

**For Mason County:** An application of intent is not required. Proceed directly to the full grant application.

3. **Submit a Grant Application** This is where you'll explain your project in more detail. You can leave your application and return to it at any time. Save your changes by clicking on the “Save Draft” button. Access saved applications by clicking on your name in the upper right-hand corner of the screen, and then selecting “My Submissions.” You'll find your draft application in the “Saved Drafts” tab.
4. Once submitted, you will receive email confirmation. Muskegon County grant applications received two weeks prior to the deadline will be reviewed by Foundation staff and given the opportunity to update their application based on staff feedback. You are welcome to contact the Foundation for a sample grant application.
4. **Submit a Final Grant Report.** If your project is funded, you will be notified of the deadline for your grant report.

### Grant Deadlines

If you have any questions, please contact Community Foundation staff:

231.722.4538  
[grants@muskegonfoundation.org](mailto:grants@muskegonfoundation.org)

**Muskegon County Spring:**

**2/14:** Application of Intent

**2/28:** Grant Applications

**Mason County Spring:**

**2/28:** Grant Application

**Muskegon County Fall:**

*Deadline TBA*

**Mason County Fall:**

**9/18:** Grant Application

# Grant Application Checklist

*In addition to information about your specific project, you will need the following organization information to complete your grant application.*



- List of current board members and affiliations
- A copy of your current operating budget
- A copy of your most recent audited or reviewed financial statements
- Tax ID number (EIN)
- Brief organizational history
- Mission and goals
- The information necessary to complete the following table (Muskegon only):

	Percentage of Individuals from Diverse Populations	Total number of Individuals
Board	<input style="width: 50px; height: 20px;" type="text"/> * %	<input style="width: 50px; height: 20px;" type="text"/> *
Senior Staff	<input style="width: 50px; height: 20px;" type="text"/> * %	<input style="width: 50px; height: 20px;" type="text"/> *
Support Staff	<input style="width: 50px; height: 20px;" type="text"/> * %	<input style="width: 50px; height: 20px;" type="text"/> *

- Banking information for electronic funds transfer:
  - Bank name
  - Type of account: checking or savings
  - Routing number
  - Account number