



Hudsonville-Jenison Community Fund

GENERAL GRANT APPLICATION GUIDELINES

PRIORITY AREAS

The Hudsonville-Jenison Community Fund makes grants to organizations that benefit residents in the Hudsonville, Jenison, Georgetown, or Jamestown areas. Primary consideration will be given to projects that are community-based, family-oriented, and impact a broad number of residents.

APPLICATION PROCESS

Grant applications must be submitted electronically using the [online portal](#) by **5:00pm on the second Friday of September each year**. Applicants are notified of the Fund's decision by October 31.

ELIGIBILITY

Non-profit organizations (including churches, schools, government agencies, and community groups with a 501(c)(3) non-profit status or those applying with a [fiduciary](#)) may apply for grants for programs that benefit residents in the Hudsonville, Jenison, Georgetown, or Jamestown areas. The Fund values projects that promote inclusiveness and do not discriminate in hiring staff or providing services on the basis of race, gender, religion, marital status, sexual orientation, age, national origin, or disability. Applications from religious organizations for non-religious purposes will be considered. Applications from religious organizations for religious purposes and proposals to fund scholarships for individuals will not be considered.

HELPFUL HINTS

Grant proposals should assist the applying organization to implement a project or program that benefits a broad segment of the community. The proposal should:

- Have clear goals, address an identified issue, and make a significant difference.
- Impact a significant number of residents from the Hudsonville, Jenison, Georgetown, or Jamestown area.
- Avoid duplication with other projects and programs in the community.
- Use requested funds to impact residents directly.

The online application includes a project budget. List all expenses and income sources for your project, and specify EXACTLY how grant funds will be used.

NEED HELP?

- For questions about the content of your proposal, contact Rob Bristow at RobBristow6@Gmail.com
- For technical assistance with the online grant application, contact Grand Rapids Community Foundation staff at GrantSupport@GRFoundation.org or 616.454.1751
- For additional grant opportunities, please visit our Youth Fund at <https://www.GRFoundation.org/About/Regional-Affiliates/Hudsonville-Jenison>

GRANT APPLICATION QUESTIONS

Your grant application must be completed online through our [grant portal](#). All applicants need to create a new account and review their Organization Profile, which requires a listing of board members, organization description, primary contact, as well as current and last year's annual budget amounts. Applications require a brief project description, project start and end dates, and a project budget. Applications also require uploaded financial documentation. Examples of what you can provide include internal financial statements (balance sheet, cash flow statement, etc.), Form 990, or audited financial statements. The application requires narrative responses to the following questions:

Need: What need is being addressed by this project, and why is it needed?

Plan: Specifically explain how your project will be conducted or implemented. Describe how the grant money will be used.

Impact: Describe how this project will impact area residents and who will benefit from it. Describe specifically who will be served by your project.

Project Management: Name the groups and/or individuals who have agreed to manage the project. What are their qualifications to manage this particular project?

Evaluation: If funded, your project must be assessed for impact, effectiveness, and efficiency. Describe specifically the assessment tool(s) you will use to find out if the project was a success, and when you expect that data to be available. (Note: Grant recipients are asked to write follow-up progress reports, and qualitative and quantitative analysis is important.)

Community Cooperation: List the area groups and partners who have agreed to support your project. Please include names and affiliations. Describe specifically the nature of their collaboration on this project.

Sustainability: If this proposal is not fully funded, will you carry out the project? If so, where will you find the funding?

Budget: please list all sources of revenue, amounts, as well as if funding sources are prospective or committed. Please also list all expenses and amounts. Applicants will have the option to enter their budget manually or upload an existing budget document.