



# Sparta Community Foundation

## GENERAL GRANT APPLICATION GUIDELINES

### PRIORITY AREAS

The Sparta Community Foundation makes grants to organizations that benefit residents in the Sparta area. The Sparta Fund is working to draw the community together and contribute to the vitality of the downtown area. With this in mind, primary consideration will be given to projects that do one or more of the following: encourage and promote community involvement, serve a broad segment of the Sparta community, promote cooperation among agencies (without duplicating services), promote civic and community pride, and strengthen or improve agency self-sufficiency or efficiency.

### APPLICATION PROCESS

Grant applications must be submitted electronically using the [online portal](#) by **5:00 pm on the second Friday of September each year**. Applicants are notified of the Foundation'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 Sparta area. Applications from religious organizations for non-religious purposes will be considered. Grant proposals 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 in implementing 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 Sparta 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 William Dani, Grant Committee Chair, at [WDani@WNJ.com](mailto:WDani@WNJ.com)
- For technical assistance with the online grant application, contact Grand Rapids Community Foundation staff at [GrantSupport@GRFoundation.org](mailto:GrantSupport@GRFoundation.org) or 616.454.1751
- For youth-related grant opportunities, please visit our Youth Fund at <http://www.grfoundation.org/sparta>

## 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.