

Upper Peninsula Sustainable Forest and Wildlife Fund (UPSF&WF)
c/o Community Foundation of the Upper Peninsula
2420 1st Avenue South, Suite 101
Escanaba, MI 49829
Phone: 906-789-5972 Fax: 906-786-9124 E-mail: office@cfup.org

Information for Grant Applicants

A non-profit organization seeking a grant from the UPSF&WF must complete the attached application and return it and six (6) copies to the Advisory Committee at the above address. The grant application consists of:

- A. Grant Application Cover Sheet
 - B. Information requested on Narrative Form
 - C. Grant budget
 - D. Copy of IRS determination letter indicating 501 (c) (3) or other non-profit status.
 - E. Letter (s) of support which verify project needs and collaboration with other organizations.
- An original and six (6) copies of all requested items must be submitted before grant request can be acted upon. Please submit to address at top of page.
 - **Grant Amounts**
Grants from UPSF&WF usually will not exceed \$1,000. Applicants may request any amount and may exceed that maximum for consideration.
 - **Due Dates for Applications**
Grant applications are due semi-annually on April 1st and October 1st (or the first business day after, if the 1st falls on a weekend). Submit completed application and six (6) copies to the address at top of page.
 - **How Long Does the Grant Decision Process Take?**
The Advisory Committee will meet within the month of the due date. The decisions of the committee must be approved by the Community Foundation of the Upper Peninsula (CFUP). Applicants are normally notified of the decision on their grant by the end of the month the application is due.
 - **Criteria Used in the Selection Process**
 1. Grants are made only to non-profit organizations, exempt from federal taxation.
 2. Grants are only given to projects that will benefit the residents and visitors to the Upper Peninsula.
 3. The UPSF&WF was created to support research, youth, education, training, and wildlife habitat improvement projects related to the sustainability of U.P. forests and wildlife.

4. Priority will be given to projects that are collaborative and that will benefit the general public.
5. Grants may not be used for any political purpose.
6. Grants are usually given one time only, for specific purposes with the understanding that the Advisory Committee has no obligation or commitment to provide any additional support to the grantee. No project will be funded more than once over a 12-month period.
7. Grants usually should not be used to cover operational expenses, including personnel.
8. Grant recipients will be required to submit a project report within thirty (30) days of distribution of grant funds.
9. The UPSF&WF Advisory Committee does not discriminate on the basis of age, race, religion, disability, sex, or national origin in the consideration of grant requests, and will award grants only to grant seekers who do not discriminate.

Upper Peninsula Sustainable Forest and Wildlife Fund (UPSF&WF)

A. 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 Operation Budget: \$ _____

Executive Director: _____ Phone Number: _____

Contact person/Title/Phone Numbers (If different from Executive Director): _____

Principal Address of Administrative Office: _____

City/State/Zip: _____ Fax Number: _____

Project Name: _____

Purpose of Grant: _____

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

Total Project Cost: \$ _____

Geographic Area Served: _____

List any previous support from the U.P. Sustainable Forests and Wildlife Fund Committee in the last 5 years:

(Signature, President, Director of Administration) (Date)

(Signature, Youth Participant) (Date)

(Type Name and Title)

(Type Name and Title)

(Signature, Project Director) (Date)

(Type Name and Title)

FOR OFFICE USE ONLY

Board Action: Approved _____ Denied _____ Date: _____ Amount _____

Fund 1 _____ Fund 2 _____ Fund 3 _____ Interest Code _____ Request Type Code _____

B. 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 on what you will spend the grant funds. **Please do not exceed 2 pages.**

This summary should include:

- Statement of needs/problems to be addressed.
- Description of target population and how they will benefit.
- Description of the active involvement of the target population in defining problems to be addressed, making policy and planning the program.
- Description of project goals and objectives (measurable, if possible) and a statement as to whether this is a new or ongoing part of the sponsoring organization.
- Plans to accomplish goals and objectives.
- Timetable for implementation.
- Who are the 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.

In addition, please submit the following information about your organization. **(If you have submitted this information on a prior grant application, you need not include it here). Please do not exceed 1 page.**

- A brief summary of your organization's history.
 - Its mission and goals.
 - A description of current programs, activities and accomplishments.
 - A list of your board of directors with affiliations.
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C. GRANT BUDGET FORMAT

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

- A. Organizational fiscal year: _____
 B. Time period this budget covers: _____
 C. 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	\$ <u>None</u>	\$ _____
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	\$ _____	\$ _____
3. Membership Income	\$ _____	\$ _____
4. In-Kind Support	\$ _____	\$ _____
5. Other (specify)	\$ _____	\$ _____
6. Total Revenue	\$ _____	\$ _____

D. SUMMARY REPORT - NARRATIVE

(To be used by grant recipients at the conclusion of the grant period).

Please provide the following information in the order given.

This narrative should briefly summarize the outcomes of your project. Please do not exceed one page.

This summary should include:

- Description of activities that occurred.
- Description of goals and objectives successfully completed.
- Explanation of the impact the project had on target audience, participants, and/or community.

Submit Project Report within 30 days of distribution of grant funds to:

Upper Peninsula Sustainable Forest and Wildlife Fund
c/o Community Foundation of the Upper Peninsula
2420 1st Avenue South, Suite 101
Escanaba, MI 49829

or

E-mail: Office@cfup.org