



For **good.** For **ever.**  
*For everyone.*

# Grant Information Session

## January 7, 2022

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# Grant Session Goals

- Share an overview of our grantmaking process including changes for 2022.
- Provide organizations with information and tools to submit applications to the Foundation
- Answer questions



The Community Foundation of Greater Flint partners and leads by influencing and connecting generosity to Genesee County needs. For Good. For Ever. For everyone.

# Community Impact Staff/Roles

- Alex Dawson, Program Officer
- Jennifer Farrington, Senior Program Officer
- Sue Peters, Vice President of Community Impact
- Damon Ross, Program Officer
- Lydia Starrs, Program Officer
- Stephanie Whitley, Grants Administrator
- Lynn Williams, Community Engagement Officer



# Strategic Grant Priorities

## Board Strategic Priorities:

- Strengthen Quality of Education (Pre-K through post-secondary)
- Flint Water Response and Recovery
- Flint Neighborhoods
- Community and Economic Development
- Commitment to Equity

# Additional Funding Areas

- Arts and Culture Access in the City of Flint
- Geographic focus area of Clio, Davison, Flushing, Fenton or Grand Blanc
- Health including Access to Healthy Food
- Populations: Women and Girls and LGBTQ+
- Poverty including Basic Needs Support
- Racial Healing, Equity and Social Justice
- Youth Development
- Community Impact Grants

# Community Impact Grants

- Bringing people together who are typically separated by barriers
- Benefiting populations that have historically had challenges accessing resources
- Supporting events that build a sense of community pride and identity

# 2022 Grant Cycles

## General Upcoming Application Deadlines:

- February 1, 2022 and August 1, 2022
- A decision is typically made 2-3 months after these dates
- For a full list of application deadlines, including Flint Kids Fund, Flint Women and Girls, Geographic Focus Area Funds, Neighborhood Small Grants Fund, and more, please visit our website:  
<https://www.cfgf.org/Grantmaking/Grant-Seekers/Grant-Cycles>



# Grant Process

Step 1: Talk to a Program Officer

Not sure who your Program Officer is? Contact [swhitledge@cfgf.org](mailto:swhitledge@cfgf.org)

Step 2: Receive Login Credentials (if needed) and Complete Online Application

Step 3: Staff / Committee Review of Application

Step 4: Final Funding Decision

# Advice for Building a Strong Application

- Answer the questions concisely. Additional information can be uploaded.
- Articulate the community need your project will address and how you will address it. Be specific.
- Address what the landscape looks like and what expertise your organization brings.
- Describe any significant partnerships/collaborative relationships.
- Articulate your funding needs, making sure your budget supports your narrative.
- Include what success looks like for your program.

# Budget Form - Expenses

## GRANT APPLICATION BUDGET

Below is a listing of standard budget items. Please provide the project budget in this format and in this order.

A. Organizational fiscal year: October 1 - September 30

B. Time period this budget covers: 10/1/18-9/30/19

C. **Expenses:** Include a ***description and the total amount*** for each of the following budget categories, including budget items not specified which exceed 5% of the total budget. Add additional rows if necessary.

	Amount Requested from CFGF	Total Project Expenses	Description / Comments
Salaries	\$0.00	\$15,000.00	Towards Project Manager and Assistant salaries
Fringe Benefits	\$0.00	\$0.00	
Travel	\$0.00	\$0.00	
Supplies	\$1,000.00	\$3,000.00	Food, supplies and gifts for children
Admin Costs	\$0.00	\$1,000.00	Towards organization's rent and utilities
Other (specify)	\$0.00	\$0.00	
<b>Total Expenses</b>	<b>\$1,000.00</b>	<b>\$19,000.00</b>	

# Budget Form - Revenue

**D. Revenue:** Include a source, description, and the total amount for each source of revenue. Please indicate if the source is committed or pending. Add additional rows if necessary.

Source	Type (Cash or In-Kind)	Value	Confirmed or Pending?	Description / Comments
Community Foundation of Greater Flint	Cash	\$1,000.00	Pending	Currently requesting
Community Volunteers	In-Kind	\$500.00	Pending	Volunteers' time
Smith Family Foundation	Cash	\$500.00	Confirmed	Donation
Community Donations	Cash	\$1,000.00	Pending	Anticipated through fundraising efforts
Federal Grant	Cash	\$14,500.00	Confirmed	Grant approved
Community Donations	In-Kind	\$1,500.00	Pending	Donations of food and supplies
<b>Total Revenue</b>		<b>\$19,000.00</b>		

# Grant Application Demo

The screenshot shows a web browser window displaying the Community Foundation Greater Flint website. The browser's address bar shows the URL [cfgf.org/Grantmaking/Grantmaking-Overview](http://cfgf.org/Grantmaking/Grantmaking-Overview). The website's navigation menu includes links for Giving, Grantmaking, Our Work & Impact, and About, along with a search icon, a LOGIN button, and a GIVE TODAY button. The main content area features a large banner image of a woman and a child playing with colorful toys, with the text "Grants & Scholarships" overlaid. Below the banner, there is a list of links: Grantmaking Overview, Grant Seekers, Scholarships, Youth Grantmakers, and Flint Women and Girls. A paragraph of text describes the organization's mission: "The Community Foundation of Greater Flint (CFGF) serves as an integrating force throughout Genesee County, helping its residents create a viable and vibrant community in which all people can thrive." Below this text, another paragraph begins: "The Community Foundation's grantmaking priorities give focus to its mission of serving the common good. CFGF informs its grantmaking process by being steered". To the right of the text is a small profile picture of a woman with glasses and a name tag that says "HURLEY RN". Below the profile picture is the text "Grant Question?". At the bottom of the browser window, the Windows taskbar is visible, showing various application icons and the system clock displaying 11:15 AM on 10/17/2019.

# Other Application Requirements

- Annual submission of your most recent financial statement (audit preferred).
- Non-Discrimination Policy

## OPTIONAL

- Memorandums of Understanding (MOUs) and Letters of Support – *optional*, but strongly encouraged

# Grant Award Requirements

- Signed Grant Agreement
  - Outlines purpose of funding, grant conditions, reporting requirements and deadlines and expectations for communication
  - Organizations are required to sign and return agreement before payment can be authorized
- EFT Authorization Form
  - We now offer Electronic Fund Transfer (EFT) payment

# Grant Requirements - Reporting

- Final Reports are typically due 30 days following the end of your grant period

Example: If grant period ends 10/31/2021, the final grant report will be due by 11/30/2021

- A report template is available. It will ask you to provide narrative and financial reporting of grant funds received
- Multi-year requests may require interim reports



# Grant Requirements – Site Visits

- In some cases, Program Officers may request a site visit to observe the program and learn more about the provision of services in your organization
- If a site visit is not requested, but you'd like to schedule a site visit with CFGF, please contact your Program Officer. We are always happy to see your work in action!
- Consider a Virtual Visit!

# Communicating Your Grant Award

- Press Releases

- The Foundation encourages grantees to prepare and circulate a press release regarding its grant
- A sample press release will be provided along with the grant agreement

- Logo Use

- Contact Mary Jo Herbig, Associate Vice President Marketing and Communications, at 810.767.8270 or [mherbig@cfgf.org](mailto:mherbig@cfgf.org) for logo files, guidelines, and express permission for use

# Grant-Related Questions

**For more information:**

Website: [www.cfgf.org](http://www.cfgf.org)

Stephanie Whitedge, Grants Administrator:  
[swhitedge@cfgf.org](mailto:swhitedge@cfgf.org)

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