

# Grant Guidelines

## Mission, Purpose, Area Served, and Areas Funded

The Cascade Community Foundation is dedicated to improving the fabric of life in our community, increasing our connection to each other and finding new ways to make Cascade the very best place to call home. Cascade Community Foundation awards grants to organizations that assist in fulfilling its mission. The foundation places gives priority on projects that address the areas of arts & culture, community development, education, environment, health, social needs and recreation in the Cascade area. The Cascade area is currently defined as the Township of Cascade.

## Grant Instructions, Deadlines and Application Information

The CCF awards grants to organizations that assist in fulfilling its mission: to assure community cooperation and participation that supports a healthy, vibrant community.

- Yield substantial community benefit
- Encourage community involvement and community pride
- Service and serve a broad segment of *Cascade residents*.
- Obtain the necessary additional funding to implement and maintain the project
- Address quality of life issues
- Strengthen or improve organizations self sufficiency or efficiency
- Promote cooperation among surrounding communities
- Preserve and improve environmental integrity of our community

While the Cascade Community Foundation encourages creative and innovative projects, it generally does not support:

- Individuals
- Political projects, or those that are primarily cause-related
- Religious organizations for religious purposes
- Profit-making activities
- Annual operating funds or debt reduction of organizations
- Special or annual events

### GENERAL INFORMATION

Letters of interest are accepted year around. Mail to the Grant Committee c/o CCF address. There must be a sustainability plan in place for proposed projects or programs. Due to limited resources, the CCF does not consider more than one proposal from the same organization within a 12 months period. Typical grants are in the range of \$100 to \$3,000.

Organizations must be able to Demonstrate diversity of race and ethnicity, sexual orientation, religion, ability and gender in their boards, staff and constituents.

The CCF request recognition of its grants through written announcements. However, CCF and its Board of Directors do not accept gifts from potential, current or previous grant recipients.

Any indication of interest initiated by a CCF member shall not be construed as a commitment in support of the request.

The application is available in PDF format or in Word format (Not available yet)

[Download the application in PDF format](#)

[Download the application in Word format](#)

## HOW TO APPLY

Enclose a cover letter introducing your proposal.

Please write your grant application using the cover sheet and the order shown in this application. If using a word processor, use the headings as shown.

Submit five (5) copies of the Grant Application Cover Sheet and Full Proposal

Please do not include materials other than those specifically requested (e.g. no videotapes, CDs or DVDs, folders, elaborate covers or binders, etc.)

Include a specific project budget, including expenses, revenue (committed, pending in-kind donations, etc) with descriptions of key items

*Letter of support for submitted project from your organization's board of Directors.*

Demographic break down and list of Board of Directors, staff and clients of the organization.

Submit one (1) copy of the following:

A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status *or* 501(c)(4) non-profit designation from Internal Revenue Service.

Annual report of the organization, if available.

Organization's current annual operating budget, including expenses and revenue.

Most recent annual financial statement independently audited, if available.

If not available, attach Form 990.

5) Letters of support should verify project need and collaboration with other Organizations.



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For more information, please contact Lisa Hern, at 616-308-5433 or email her at [alea\\_va@earthlink.com](mailto:alea_va@earthlink.com)

Deliver or mail completed application to:  
Cascade Community Foundation  
Attn: Grant Committee  
6757 Cascade Road SE  
Suite 105  
Grand Rapids, MI 49546