



Cascade Community Foundation

Enhancing The Greater Forest Hills Communities



A note of appreciation from our CEO.

Dear applicant,

Thank you for considering Cascade Community Foundation for your funding needs.

You're about to request support for a program that has you excited. Perhaps you're in the midst of a start-up idea that has the makings of something special; or you're expanding a long successful program that's ready to flourish.

That's exciting. That's selfless. That's courageous. Words that describe Tom and Joyce Wisner, whose endowment with the Cascade Community Foundation has made our grant making possible for over a decade, driving hundreds of thousands into local nonprofits, just like yours.

On behalf of our board of directors, the neighbors and businesses across Ada, Cascade and Forest Hills, and the countless donors who support our work, I want to extend gratitude and appreciation for your application and your service to the community. Rest assured, we give every completed application deep consideration. God bless your efforts.

Please, be creative and bold. You're encouraged to be passionate. Take a moment to fully review each step. We can't wait to learn more about your ideas and needs.

If you have any questions, don't hesitate to reach out.

Sincerely,

Justin Swan
Chief Executive Officer
Cascade Community Foundation
(616) 499-2060 | Justin.Swan@cascadecommunityfoundation.com



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BEFORE APPLYING, PLEASE REVIEW THESE IMPORTANT QUESTIONS AND STATEMENTS TO HELP ENSURE YOUR ALIGNMENT WITH CCF. DIRECT RESPONSES ARE NOT EXPECTED, BUT SHOULD BE REFERENCED DURING YOUR APPLICATION PROCESS.

- Does the grant encourage community involvement and community pride while aligning with one or more of the existing funds?
- Will grant funds be used to serve a broad segment of residents in Ada, Cascade and/or Forest Hills?
- Are there alternative sources of funding to accompany your grant request such as matching funds or an existing operation budget?
 - Collaboration with other funding sources is highly encouraged.
- Does the grant provide a clear description of how funds will be used?
 - A project budget specific to how awarded funds will be disbursed is required. Requests without a program budget will be denied.
- Is the grant request to continue funding of an existing program, or fund an expansion or duplication of an already successful program?
- All requests must include a sustainability plan to demonstrate long term viability and revenue (if applicable).
- Programs will not be funded retroactively.
- Typical grants are in the range of \$100 to \$5,000.
- Any indication of interest initiated by a CCF member shall not be construed as a commitment in support of the request.
- Final Grant Evaluation and Expenditure Report must be completed and submitted within six months from date of grant award.
- While the Cascade Community Foundation encourages creative and innovative projects, it generally does not support:
 - Individuals
 - Profit-making activities
 - Annual operating funds or debt reduction of organizations

BASED ON REVIEW, THE GRANT COMMITTEE WILL TAKE ONE OF THREE ACTIONS:

- Approve the application for full or partial funding
- Return the application with suggestions for resubmitting
- Deny the request

Please be advised if your grant is approved and any change to the original grant occurs for any reason, the grant must be re-submitted to the Foundation for re-evaluation.

GRANT TIMELINE

Spring/Summer Grants:

January – Spring/Summer Grant application period opens. Grants accepted through mid March.

March 15 – Grant Application deadline

March/April – Grant Review Committee meets

April – Recommendation from Grant Committee to CCF Board

Late April – Grant notification letters sent to recipients

June – Fall/Winter Grant application period opens. Grants accepted through mid August.

September 30 – Grant application deadline

October – Grant Review Committee meets

October – Recommendation from Grant Committee to Foundation Board

Late October/Early November – Grant Notification letters sent to recipients

HOW TO APPLY

Submit the following items:

- Completed Grant Application and Grant Budget Proposal Worksheet. The proposed budgets should include expenses, revenue (committed, pending in-kind donations, etc.) with descriptions of key items.
- A current IRS determination letter indicating 501(c)(3) tax-exempt status or 501(c)(4) non-profit designation from the 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.
- Please do not include materials other than those specifically requested (e.g. no videotapes, CDs or DVDs, folders, elaborate covers or binders, etc.)
 - Download: [CCF Grant Guidelines](#)
 - Download: [CCF Grant Application](#)
 - Download: [CCF Grant Budget Proposal Worksheet](#)
 - Download: [CCF Final Evaluation and Expenditure Report](#)

Should you have any questions, please email devp_admin@cascadecommunityfoundation.com.

Thank you for your dedication in creating an exceptional Cascade and Greater Forest Hills Area through nurturing neighbors, enhancing places, and connecting our community. Mail or E-mail completed application to:

E-mail Address: devp_admin@cascadecommunityfoundation.com

Cascade Community Foundation

Attn: Grant Committee

6757 Cascade Road SE

105

Grand Rapids, MI 49546

Funding for the biannual grants awarded by the Cascade Community Foundation is made available through earnings on the Tom and Joyce Wisner Fund or the Foundation's General Endowment Fund.

Donations to the CCF endowment fund are always welcome and provide a way to make a permanent investment in the community for ever-changing needs. For more information, contact Justin Swan at (616) 499-2060