



# Grant Application Webinar

Spring 2024

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akoyago



# 2023 Community Needs Assessment

The Mackinac Island Community Foundation conducted a **Community Needs Assessment Survey** in summer of 2023 to define the most important needs on Mackinac Island.

This study revealed four **Focus Areas** that MICF should prioritize in grantmaking.

Solvent, 2023

## Mackinac Island Community Foundation

Community Grant Making  
Needs Assessment - 2023



Mackinac Island  
community foundation™

# Grantmaking Focus Areas

These are the focus areas that the Mackinac Island Community Foundation's referenced in the 2023 Community Needs Assessment as areas of need.

- **Capacity-Building**
- **Culture**
- **Wellbeing**
- **Vibrant Island Life**

MICF will be prioritizing applications that help *move the needle* on these focus areas.

## Capacity



### **BUILD THE CAPACITY OF ISLAND NONPROFITS, INCORPORATING BEST PRACTICES FROM OTHER COMMUNITIES.**

- Expand capacity for nonprofits so that they can better address community needs.
- Encourage nonprofits to find and employ innovative solutions and best practices from other communities to solve pressing island problems.
- Support multi-year grants to promote effective planning, organizational capacity building, and staff and board training.

## Culture



### **SUPPORTING THE DISTINCTIVE AND HISTORICAL ASPECTS THAT DEFINE THE IDENTITY AND UNIQUE CHARACTER OF MACKINAC ISLAND.**

- Maintain, support, and increase access to the island's horse culture.
- Create platforms for engagement and encourage a culture of volunteerism.
- Build capacity and support nonprofits working in these spaces.

## Wellbeing



### **FOCUSING ON THE HEALTH, SAFETY, AND OVERALL QUALITY OF LIFE FOR ALL RESIDENTS AND SEASONAL WORKERS ON MACKINAC ISLAND.**

- Prioritize responsive emergency medical care.
- Support the needs of the seasonal worker.
- Promote the expansion of mental health access and services on the island.

## Vibrant Island Life



### **FOSTERING A THRIVING AND INCLUSIVE COMMUNITY YEAR-ROUND, TO SUPPORT AND ATTRACT FAMILIES AND RESIDENTS.**

- Encourage social opportunities for isolated residents.
- Increase adult education opportunities, advanced academic classes, and vocational pathways that encourage life on the island.
- Support all aspects of education, including emotional intelligence.
- Focus on creative solutions to the housing crisis.
- Support healthy and happy students and teachers.

# Grant Opportunities

The **Fall & Spring Competitive Grant Cycle** occurs twice a year.

The **SUN Fund** is available all year long for projects costing less than \$5,000, specifically emergency or unexpected needs.

Today, we'll walk you through the Fall & Spring Grant Application.

The Community Foundation encourages grant applications from organizations serving Mackinac Island that are tax-exempt according to Section 501(c)3 of the Internal Revenue Service Code.

## Fall & Spring Competitive Grants

Applicants have the opportunity to submit their applications to the Grants Distribution Committee twice a year, in Fall and Spring.

We invite 501(c)3 organizations serving Mackinac Island to download the Application Manual and apply for a grant below. Prospective grant applicants are encouraged to contact MICF to discuss their proposal and obtain more information about the grant making process.

## SUN Fund Grants

For projects **under \$5,000**, the SUN (Support Us Now) Fund is available to make smaller grants throughout the year. The SUN Fund can help organizations cover smaller, miscellaneous costs that might not require all of the details full grant application.

**Click below to be redirected to our Grant Application Portal and select the grant opportunity you wish to apply for.**

[Download Application Manual](#)

[Apply for a Grant Here](#)



# Application Checklist

*Follow all the steps, and have your materials ready!*

- If you are a new organization, please reach out to the MICF office at 906-847-3701 or [smcgreevy@micf.org](mailto:smcgreevy@micf.org) to confirm that you intend to apply for a grant.
- If you are not a new organization, please ensure you have all the necessary financial and organizational information **on file with MICF.**
- Ensure that you have all necessary information and documents, including project details and budgets, and any supplemental material such as letters of support.
- Review the sample application before applying.
- Complete all portions of the online application online at by Friday, March 1 2024, 11:59PM, EST at <https://micf.org/grants/>**





# How to get to the Grant Application

Go to [micf.org](http://micf.org) and click on the **Grants** tab in the menu bar.



The screenshot shows the top portion of the Mackinac Island community foundation website. On the left is the logo, a circular emblem with a central figure. To its right is the text 'Mackinac Island community foundation'. The navigation bar contains the following items: Home, About (with a dropdown arrow), Give (with a dropdown arrow), Grants (highlighted in yellow), Scholarships & Youth, Resource Guide (with a dropdown arrow), and Donate. Below the navigation bar is a large banner image of a coastal town with a lighthouse and a boat. The banner contains the text 'Together, we're making a difference for seasons to come.' and a button that says 'Make your gift now'. At the bottom of the banner area, there is a white section with the text 'Making a difference throughout the seasons.' followed by three blue boxes containing the following statistics: '101 Funds', '\$6M+ Granted', and '\$16M+ Assets'.

Making a difference **throughout the seasons.**

101  
Funds

\$6M+  
Granted

\$16M+  
Assets





On the grants page, there are two places you can find the link to the grant application.

You can click on the **Apply** link in the header.

Or you can scroll down to download the **Grant Application Manual** and then click the **Apply for a Grant** button.

**Tip:** There are two Grant Opportunities available. Today, you want to apply for the Competitive Grant Cycle.

## Grant Opportunities

The Community Foundation encourages grant applications from organizations serving Mackinac Island that are tax-exempt according to Section 501(c)3 of the Internal Revenue Service Code.

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Download Application Manual

Apply for a Grant Here

The deadlines for Grant Applications are March 1 and October 1 at 12:00AM.

[View our list of recent grants here.](#)






The Apply for a Grant links will direct you to the **Akoya GOApply2 Grant Application Portal**.

Enter your **username and password** from the last time you applied for a grant.

If this is your first time applying, you will need to register a new account as an **Organization**.



**Mackinac Island**  
community foundation<sup>SM</sup>

### Sign in to your account

[Or register a new account](#)

Your Email

Your Password

Remember me      [Forgot password?](#)

**SIGN IN**



When you log in, you will be directed to the **In Progress** page. This is where you will see any Grant Applications that haven't been submitted, or your Evaluations that you are required to fill out.

If you have an Evaluation pending, please let us know, because these should be completed before applying for any new grants.

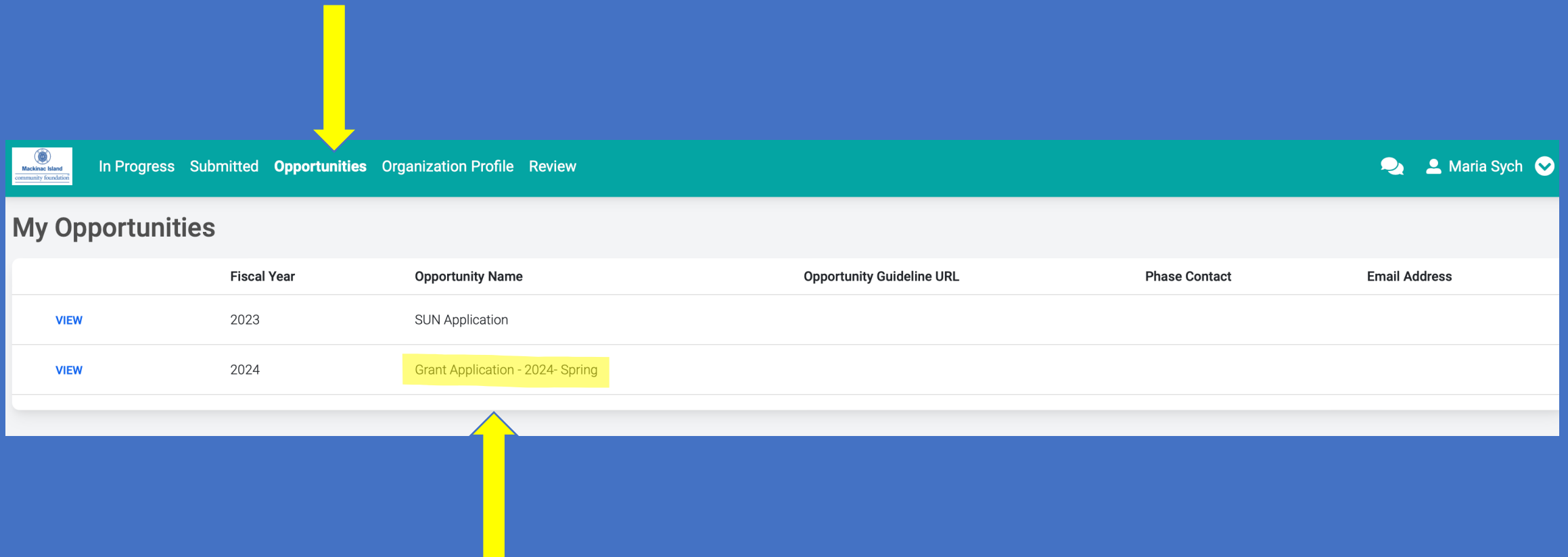
To get to a new Grant Application, click on the **Opportunities** tab in the teal menu bar.

A screenshot of the 'In Progress' page in the Mackinac Island Community Foundation system. The teal menu bar at the top contains the Mackinac Island Community Foundation logo, navigation tabs for 'In Progress', 'Submitted', 'Opportunities', and 'Organization Profile', and user information for 'Maria Sych'. The main content area is titled 'In Progress' and contains a table with two rows of grant applications. The first row shows a 'Grant Application' with a due date of '10/16/2023 11:00 PM' and 86% progress. The second row shows a 'Grant Evaluation' with no progress. Each row has a 'VIEW' link and a trash icon.

	Phase Due Date	Opportunity Name	Phase Name	Progress (%)	
<a href="#">VIEW</a>	10/16/2023 11:00 PM	Grant Application	Grant Application	86	
<a href="#">VIEW</a>		Grant Application	Grant Evaluation		

On the Opportunities page, you will see a list titled **My Opportunities**. Here is where you will see the grant applications that are open to you at this time.

Once you find the appropriate application, click **View**, and begin the steps to fill out the application.



The screenshot shows a web interface for the Mackinac Island Community Foundation. The top navigation bar is teal and contains the following items from left to right: the Mackinac Island Community Foundation logo, the text 'In Progress Submitted **Opportunities** Organization Profile Review', a chat icon, a user profile icon for 'Maria Sych', and a checkmark icon. Below the navigation bar is a section titled 'My Opportunities' which contains a table with the following columns: 'Fiscal Year', 'Opportunity Name', 'Opportunity Guideline URL', 'Phase Contact', and 'Email Address'. The table has two rows. The first row has a 'VIEW' link, the year '2023', and the text 'SUN Application'. The second row has a 'VIEW' link, the year '2024', and the text 'Grant Application - 2024- Spring'. A yellow arrow points down to the 'Opportunities' tab in the navigation bar, and another yellow arrow points up to the 'Grant Application - 2024- Spring' row in the table.

	Fiscal Year	Opportunity Name	Opportunity Guideline URL	Phase Contact	Email Address
<a href="#">VIEW</a>	2023	SUN Application			
<a href="#">VIEW</a>	2024	Grant Application - 2024- Spring			



# Let's go through the app.

**Project Title:** What is the title of the project you are writing a grant for?

**Organization Applicant Name:** Your nonprofit's name

**Tax ID:** **PLEASE INCLUDE YOUR ORGANIZATION'S EIN.**  
There are a number of reasons to include this, but most importantly, so that we know the correct payee for the grant!

Fill out the rest of the fields as indicated.

## Grant Application

Organization Grant application - 2024 - Spring

### Organizational information and project title

General Information

#### Project Title\*

Please keep simple, under 5 words

#### Organization Information

##### Organization Applicant Name\*

##### Tax ID\*

#### Primary Contact Information

##### Primary contact person first name\*

##### Primary contact person last name\*

##### Job title of primary contact\*

##### Email address of primary contact\*

##### Phone Number\*

# Project Details

Here is where you will include basic information about your grant.

- **Is this an ongoing or recurring project or program\***  
Yes/No
- **Primary Field of Interest\*** Select your focus area
- **Grant Period From** This is when your project starts
- **Grant Period To** This is when your project ends
- **Amount Requested\*** Your requested grant amount
- **Total Project Cost\*** How much entire project will cost

## Project Details:

Is this an ongoing or recurring project/program?\*

Primary Field of Interest\*

Secondary Field of Interest\*

Begin date of project

End date of Project

Amount Requested\*

Total Project Expenses\*

Purpose of requested funds: What will the funds be spent on if granted?\*

Why is this project important to Mackinac Island?\*

Who will the project serve? Share who your target audience is. \*

What evidence do you have to support the need for this project? Please share research data if available. \*

Will you be partnering with other island organization? If yes, please list your partners.\*



**Purpose of requested funds:** This question asks about your line items. *WHAT* will you spend the funds on if granted? What items or services will you be paying for? This does **not** have to be heavily detailed – you will be able to upload your budget later. **Example:** *If granted, these funds will be used to pay for an off-Island instructor to conduct this class, and for craft materials.*

**Why is this project important to Mackinac Island?** *WHY* do we need this project? Think about the Focus Areas we talked about earlier. How does this project move the needle in those areas of need?

**Who will the project serve? Share who your target audience is.** *WHO* asked for this project or program? *Who* benefits?

**What evidence do you have to support the need for this project?** Please share research data if available. *Where* has this need been expressed on Mackinac Island? What data shows that this program is something that people want on the Island?

**Will you be partnering with other island organizations? If so, list your partners.** Collaborating with other nonprofits is a great way to increase your reach, visibility, and impact. Your project might be a joint effort with someone else on the Island – for example, the Mackinac Arts Council often partners with the Mackinac Island Public School to provide art and music programming for students. Mention anyone else you are working with to make this project a success.

### Project Details:

Is this an ongoing or recurring project/program?\*

Primary Field of Interest\*

Secondary Field of Interest\*

Begin date of project

End date of Project

Amount Requested\*

Total Project Expenses\*

Purpose of requested funds: What will the funds be spent on if granted?\*

Why is this project important to Mackinac Island?\*

Who will the project serve? Share who your target audience is. \*

What evidence do you have to support the need for this project? Please share research data if available. \*

Will you be partnering with other island organization? If yes, please list your partners.\*

# Goals and Objectives

This is where you will list your Goals and Objectives for your project.

A **goal** is the big picture: what you want your project to achieve overall.

An **objective** is a specific, actionable step you will take to meet that goal.

The application provides you with spaces to list your goal and up to 2 objectives you will take to meet that goal, and comment space if you want to provide more detail. If you have more actionable objectives, there is an additional field where you can include those.

## Goals, objectives and metrics

A goal is your overall intent for success of the project: it is what you are trying to accomplish overall. Objectives are the specific action steps you will take to reach that goal.

### Project Goal

What is the overall goal for the project? What are you trying to accomplish?

### Objective #1

What are the specific objectives for this project? These should be specific, actionable steps you will take to meet your goal.

### Comment

### Objective #2

### Comment

If additional objectives exist, please add here with comments



# How do your goals align with MICF?

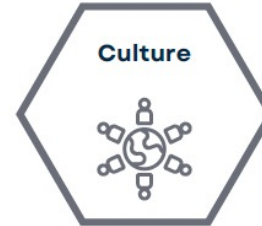
**Tip:** When stating your goal for this project, think back to the MICF Grantmaking Focus Areas from the [Community Needs Assessment](#).

How does your grant meet one of MICF's focus areas: building Capacity, Culture, Wellbeing, or Vibrant Island Life?



## **BUILD THE CAPACITY OF ISLAND NONPROFITS AND THOSE SERVING THE ISLAND.**

- Expand capacity for nonprofits so that they can better address community needs.
- Encourage nonprofits to find and employ innovative solutions and best practices from other communities to solve pressing island problems.
- Support multi-year grants to promote effective planning, organizational capacity building, and staff and board training.



## **SUPPORTING THE DISTINCTIVE AND CHERISHED ASPECTS THAT DEFINE THE IDENTITY AND UNIQUE CHARACTER OF MACKINAC ISLAND.**

- Maintain, support, and increase access to the Island's horse culture.
- Create platforms for engagement and encourage a culture of volunteerism.
- Build capacity and support nonprofits working in these spaces.



## **A COMPREHENSIVE FOCUS ON THE HEALTH, SAFETY, AND OVERALL QUALITY OF LIFE FOR ALL RESIDENTS AND SEASONAL WORKERS ON MACKINAC ISLAND.**

- Prioritize responsive emergency medical care.
- Support the needs of the seasonal worker.
- Promote the expansion of mental health access and services on the island.



## **FOSTERING A THRIVING AND INCLUSIVE COMMUNITY YEAR-ROUND, TO SUPPORT AND ATTRACT FAMILIES AND RESIDENTS.**

- Encourage social opportunities for isolated residents
- Increase adult education opportunities, advanced academic classes, and vocational pathways that encourage life on the island.
- Support all aspects of education, including emotional intelligence.
- Focus on creative solutions to the housing crisis.
- Support healthy and happy students and teachers.

**Tip:** Use the **Focus Areas in the Needs Assessment** as a jumping-off point. One of your goals may already be listed!

Here's an example taken from the *Wellbeing* focus area:



**Wellbeing**

**A COMPREHENSIVE FOCUS ON THE HEALTH, SAFETY, AND OVERALL QUALITY OF LIFE FOR ALL RESIDENTS AND SEASONAL WORKERS ON MACKINAC ISLAND.**

- Prioritize responsive emergency medical care.
- Support the needs of the seasonal worker.
- **Promote the expansion of mental health access and services on the island.**

**Example Goal:** *Promote the expansion of mental health access and services on the Island through a new telehealth program at Mackinac Island Medical Center.*

Example Objective 1: *Hire psychiatric provider for telehealth program*

Example Objective 2: *Implement new telehealth program at MIMC*

Example Objective 3: *Execute marketing campaign to publicize service to Island residents.*

## Goals, objectives and metrics

A goal is your overall intent for success of the project: it is what you are trying to accomplish overall. Objectives are the specific action steps you will take to reach that goal.

### Project Goal

What is the overall goal for the project? What are you trying to accomplish?

Promote the expansion of mental health access and services on Mackinac Island through a new telehealth psychiatry program at Mackinac Island Medical Center.

### Objective #1

What are the specific objectives for this project? These should be specific, actionable steps you will take to meet your goal.

Hire psychiatric provider for telehealth program at MIMC

### Comment

MIMC has a provider selected; will require MIFC grant to hire

### Objective #2

Implement new telehealth program at MIMC

### Comment

Educate MIMC staff on new program; how to inform PTs about service

### If additional objectives exists, please add here with comments

Execute marketing campaign to publicize service to Island residents.



# Metrics

**Metrics**, or key performance indicators, include the numbers and data from your project, but also how you measure them to find out if the project was a success. Your metrics can be as simple or as complex as needed, depending on the nature of your project.

**Example:** Last year we had **10 riders** participate in the Jumping Class. This year we want to **increase our membership by 50%**, adding **5 students** to the program.

## What metrics or indicators will you use to measure and evaluate your success?\*

Metrics or key performance indicators are simply the numbers and data that you will collect from your project to evaluate whether it was successful. If you increased your audience members by 20%, mention that. If 70 people attended your class, that is also a metric.

**Tip:** When reporting during the Evaluation phase, you WILL need to reference your metrics and the extent to which you reached your goal based on these metrics.



# Project Timeline

Here you will include the timeline of the project for which you are writing this grant.

**Example:** If you are planning a Classical Music Concert, your timeline may look something like this:

- *January: Finalize project budget*
- *February: Book artists*
- *April – May: Distribute digital and print marketing materials*
- *June: Concert event date*

## Timeline for your project \*

Please be as specific as possible. Most likely will match your grant period from page 2.







# Project Financials

Here is where you will attach your budget and any supplementary financial documents.

There are two links for you to upload financial documents. Ideally, you want to upload a **PDF of your budget**, and any official **quotes/invoices**.

## Project/Program Financials and File Uploads

### Project Financials

Please provide in a separate attachment the project expenses and revenue sources (including MICF requested funds). Other funding sources: Please provide details from other funding sources that have been committed or are pending, including in-kind donations. Indicate the source, description, matching requirements or other contingencies, with the dates funds were committed or the day a response is expected if a commitment has not yet been received (if applicable).

No file chosen

### Project Financials

Use this upload for supporting documents such as quotes for services or actual list of items to be purchased for the project.

No file chosen



# Sample Budget

**Tip:** Notice how the Revenue section includes **MICF Grant** as an item. Please be sure to include your expected MICF grant in your budget!

<b>EXPENSES</b>	<b>COST</b>	<b>DETAILS</b>
STAFF	\$5,400	\$1,800/MONTH FOR 3 MONTHS
HOUSING*	\$4,500	\$1,500/MONTH FOR 3 MONTHS
TRANSPORTATION**	\$800	INCLUDES FERRY COSTS AND OTHER RELATED TRAVEL
CONSULTANT	\$900	3 WEEKENDS (6 DAYS)
PRINTING	\$300	EDUCATION COMPONENT
MATERIALS	\$300	RESEARCH EQUIPMENT
OVERHEAD/MANAGEMENT***	\$1,464	
<b>TOTAL PROJECT COSTS</b>	<b>\$13,664</b>	
*** 12% of project cost		
** dependent on our ability to find island housing		
* estimated housing costs		
<b>REVENUE</b>		
DISCRETIONARY FUNDS	\$1,000	
MICF FUNDS	\$12,664	
<b>TOTAL REVENUE</b>	<b>\$13,664</b>	



# More financial details

**Priorities for partial funding:** If we were to only grant partial funding, **what part of the project is most important that you would use that funding towards?** If you didn't receive this grant, would be the consequences for your project?

**Long term funding strategies:** If you need to continue this grant program after the grant period, how will you pay for it? Do you plan to write another grant for this project next year? Do you have private donors that can help sustain the project?

## Partial Funding Priorities:

Priorities for partial funding: If resources are not available to support the full grant request, indicate which project expenses are highest priority if resources are not available to fully fund your program.

## Long-term funding strategies:

What are your long-term strategies for funding this project at the end of the grant period?



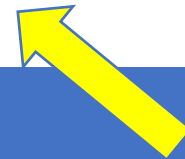
# File Uploads and Confirmation

Attach any required PDFs here. What should you include?

- Photos
- Press Releases
- Letters of support
- Any data to support the need for your project, e.g. studies, survey results, or testimonials

**Tip:** You **DO NOT** need to include your Annual Report or Form 990 in every application. If you submit them to us in Spring, you do not need to send them again in Fall.

<b>File upload</b> Please use the file upload fields below to attach any supporting documents you wish to include with your application including 990, audited financial statement or annual report if MICF has not received in the current financial year.  No file chosen	<b>File upload</b>  No file chosen	<b>File upload</b>  No file chosen
<b>By checking the box below, I hereby certify that the information contained in this application is true and accurate to the best of my knowledge.*</b>		
<input type="checkbox"/> Grant Applicant		



Indicate here when you're ready to complete the application.



# STOP!

Take a break! Now is the time to:

- Proofread your application
- Have **SOMEONE ELSE** proofread it!
- Double-check that you have submitted all the proper materials including a budget
- Check your application against the **MICF Focus Areas**
- Walk away: log out, come back tomorrow, and log in to view your draft with fresh eyes!

**Tip:** If you start your application early (don't wait until the last minute!), this will give you time to review your draft and ensure you have included all necessary information and attachments.

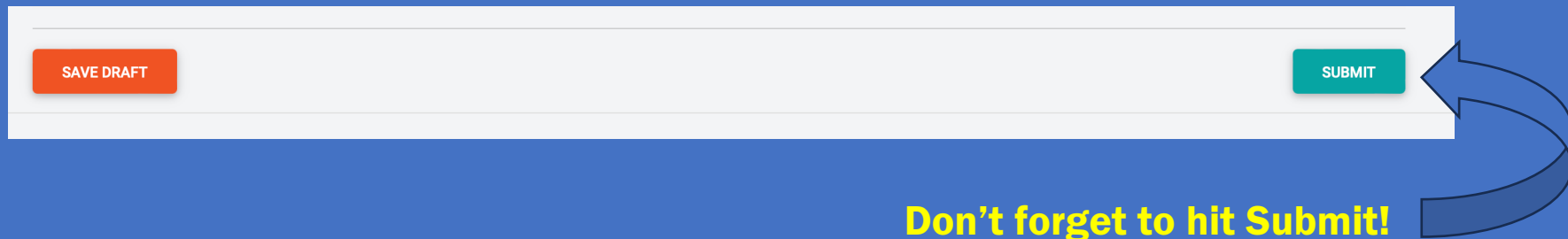


# SUBMIT your application!

At the end of the application, you will have the option to Save Draft or Submit. When you are ready, be sure to click “Submit” in order for MICF to receive your completed application.

**IMPORTANT:** Please remember to click **Submit before the grant deadline of 11:59PM on March 1**. If you do not hit Submit, we will not receive your grant.

**Tip:** After Submitting, you will be prompted to download a PDF of the application. **DO NOT forget to download your PDF** of the application for your records!



**Don't forget to hit Submit!**

# You've submitted, now what?

**IMPORTANT:** Completed applications are submitted to MICF Staff to be approved, then forwarded to the Grants Distribution Committee **for review**. If your application is missing information or requires editing for clarity, MICF Staff will revert your Submitted application to a draft **In Progress**.

This way, if revision is required, you will have the opportunity to log in, complete your edits and re-submit before we send it to the Committee. You will have **one (1) opportunity** to revise your grant before it is approved to be forwarded on to the committee.

In Progress				
	Phase Due Date	Opportunity Name	Phase Name	Progress (%)
<a href="#">VIEW</a>		Grant Application	Grant Evaluation	
<a href="#">VIEW</a>		SUN Application	Grant Application	0

If you navigate to the **In Progress** tab, you will see any applications or evaluations that are saved as a Draft.





# Q&A

ory  
City





# How can we help?

If you need further assistance with your grant application, please feel free to call, email, or set up a **consultation time**. Our office is ready to help you make your grant application as impactful as possible!

Stephanie McGreevy | [smcgreevy@micf.org](mailto:smcgreevy@micf.org)

Maria Sych | [msych@micf.org](mailto:msych@micf.org)

Call us at the office | **906-847-3701**