



## 2024 Grant Application Information and Sample Application

Revised: 08/19/2024

### APPLICATION DEADLINE

All completed applications are to be submitted online to the micf.org website by

**TUESDAY, OCTOBER 1, 2024, 11:59PM, EST.**

If you are a **new organization** applying for a grant from MICF, please reach out to the MICF office at 906-847-3701 or email [smcgreevy@micf.org](mailto:smcgreevy@micf.org) to confirm that you intend to submit an application.

When stating your goal for this project, think back to the MICF Grantmaking Focus Areas from the **2023 Community Needs Assessment**:

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

**Moving forward, MICF will be prioritizing applications that help move the needle in these areas of need.** We encourage you to review the community needs assessment and think about how your organization is making an impact in any of the focus areas, and how the goals in your grant application align with those of MICF.

### HOW TO APPLY

1. Go to <https://micf.org/grants/>
2. Click the **Apply** button in the banner, or scroll down past the Download Grant Application Manual button, and click the **Apply for a Grant** button.
3. The **Apply for a Grant** link will direct you to the Akoya GOApply2 Grant Application Portal.
4. Enter your username and password from the last time you applied for a grant.
5. If this is your first time applying, you will need to register a new account as an Organization.
6. Once you are registered or log in, you will be directed to the **In Progress** page. To begin a new Grant Application, click on the **Opportunities** tab in the teal menu bar.
7. Find the **2024 Fall Grant Application**, and click **View**.
8. Follow the link to begin your application.
9. You can **save** and resume your work at any time.
10. When you are finished, be sure to click **Submit**.
11. On the landing page after you submit, there will be a link to **download your PDF**. Please do this now to ensure you have a copy to review when completing your evaluation.

### TIPS AND TRICKS

- Gather all of your application materials prior to filling out the online application, including budgets and other attachments.

- You can save and edit your work at any time. **Save often!**
- If you already have an account, please use that login. **If you have trouble getting into your account, please let us know before creating a new login and password.**
- Have someone else proofread your application.
- Make sure to answer the actual question asked. Keep your answers clear and concise.
- Clearly define your metrics: how will you measure your project's success?
- Write with your **Grant Evaluation** in mind: when reporting during the Evaluation phase, you **WILL** need to reference your metrics and the extent to which you reached your goal.

### CHECKLIST

*Please make sure to follow all of the steps. If you are a **new organization** applying for a grant from MICF, please ensure you have the following organizational documentation available to submit.*

- 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, then fill out and submit the organizational form supplied on the MICF website.
- If you are not a new organization, please ensure you have all the necessary financial and organizational information on file with MICF.
- Review the sample application below.
- Ensure that you have all necessary information and documents for submittal, including project details and budgets, and any supplemental material such as letters of support or recommendation.
- **Complete all portions of the online application** online BY **TUESDAY, OCTOBER 1, 2024, 11:59PM, EST.**
- Ensure you **complete your Grant Evaluation within 90 days** of your project end date.

## SAMPLE 2024 GRANT APPLICATION

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**Note: This page is provided for review and reference only.  
Complete your actual application online at [www.micf.org](http://www.micf.org).**

### **GRANT APPLICATION - 2024 – SPRING**

#### **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**

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

Select... *Yes or No*

Primary Field of Interest\*

Select... *From choices*

Secondary Field of Interest\*

Select... *From choices, if applicable*

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, 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.

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.*

Timeline for your project \* *Please be as specific as possible. Most likely will match your grant period from page 2.*

## **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).*

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

**Partial Funding Priorities:** *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?*

Please use the **file upload fields** 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.

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.\*

**Grant Applicant** *(be sure to check here and submit)*

## SAMPLE 2024 GRANT EVALUATION

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Complete your actual evaluation online at [www.micf.org](http://www.micf.org).**

### **GRANT EVALUATION - 2024 – SPRING**

What was the overall goal for the project?

\*This should be the same as the initial grant application unless prior approval had been granted from MICF via email.

#### **Objective #1**

What action did you take to complete the project goal?\*

What was the outcome of the action?

#### **Objective #2**

What action did you take to complete the project goal?

What was the outcome of the action?

If additional objectives existed, please list them here with the outcome of the actions.

How did you measure and evaluate your project? With those metrics or indicators did you feel that your project was successful? \*

#### **For ongoing programs:**

What changes will you be making in the program?

Were you able to establish any collaborative efforts with other organizations as you worked on this project?

In what ways has your grant award made your program possible or successful?

Could you please provide a quote for MICF from a project coordinator, board chairperson or a beneficiary that describes the benefits of the project.

**Upload photos of the items purchased or the program in action. \***

**Upload photos of the items purchased or the program in action.**

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.\* ***(be sure to check here and submit)***