Mackinac Island
community foundation

2025 Grant Application Information and Sample Application
Revised: 01/27/2025

APPLICATION DEADLINE

All completed applications are to be submitted online to the micf.org portal by
SATURDAY, MARCH 1, 2025, 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 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.

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. The Apply for a Grant link will direct you to the Akoya GOApply2 Grant Application Portal.
3. Enter your username and password from the last time you applied for a grant.
4. If this is your first time applying, you will need to register a new account as an Organization.
5. 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.
6. Follow the link to begin your application. You can save and resume your work at any time.
7. When you are finished, be sure to click Submit.
8. 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.
- Clearly define your metrics: how will your measure your project's success?
- Write with your Grant Evaluation in mind: 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 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 submission, 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 SATURDAY, MARCH 1, 2025, 11:59PM, EST.
Ensure you complete your Grant Evaluation within 90 days of your project end date.

Note: This page is provided for review and reference only. Complete your actual application via the GoApply application portal at www.micf.org/grants

GRANT APPLICATION - 2025 – 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*

File Upload: Organization Information (990 or yearly financial statement)

File Upload: Organization Information (Annual Report)

Project Details

Amount Requested*   Total Project Expenses*

File Upload: Financials*

File Upload: Documentation for financial verification

Primary Field of Interest*   Secondary Field of Interest*
Select… From choices   *Select… From choices, if applicable*

Begin date of project   End date of Project

What will the funds be spent on? Be very specific.*

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 your organization's needs assessment or strategic plan, research, or photos of items needing to be replaced, refurbished or renovated.*

Is this an ongoing or recurring project/program?*

Will you be partnering with other island organizations? *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

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?

Thank you for taking the time to fill out the MICF grant application. Before submitting, please review your responses and check your math. We also highly suggest having a co-worker review your application before submitting.

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 2025 GRANT EVALUATION

Note: This page is provided for review and reference only. Complete your actual evaluation online via the GoApply application portal at www.micf.org/grants

GRANT EVALUATION - 2025– SPRING

Organization and Financials

Project Title*   Organization*

Applicant contact First Name:*   Applicant contact Last Name:*

Email address of primary contact:

File Upload: Spreadsheet with financials with budget (from original submission) and actual project amounts.*

File Upload: Receipts from project equaling finished project amounts. This may be a report from Quickbooks or other accounting software with receipt documentation.*

Provide narrative on any variances from the original projected budget in this section that was shared in the spreadsheet.

Project Goals, Metrics, and Outcomes

Did you achieve your goal?* *Using your original submitted grant application, share how you achieved your project goal.*

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

Using your original application, share how you were able to complete your objectives.

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?

Please provide a quote for MICF from a project coordinator, board chairperson or a program beneficiary that describes the benefits of the project.

File Upload: Photos of items purchased or the program in action.

File Upload: Photos of items purchased or the program in action.

Please stop to review your narratives and project financials before submitting.

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**)