



## 2026 Grant Application Information and Sample Application

Revised: January 15, 2026

### APPLICATION DEADLINE

All completed applications are to be submitted online to the micf.org portal by  
**Sunday, March 1 2026, 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.

### 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 you 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](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 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 SUNDAY, MARCH 1, 2026, 11:59PM, EST.**
- Ensure you complete your **Grant Evaluation within 90 days of your project end date.**

#### SAMPLE 2026 GRANT APPLICATION

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

#### **GRANT APPLICATION – Example using Meals on Snowmobiles 2024-2025**

##### General Information

Project Title\* Please keep simple, under 5 words

Meals on Snowmobiles 2024-2025

##### Organization Information

Organization Applicant Name\*

Ste. Anne's Church

Tax ID\*

##-#####

##### Primary Contact Information

Primary contact person first name\*

First Name

Job title of primary contact\*

Job Title

Phone Number\*

906-847-####

Primary contact person last name\*

Last Name

Email address of primary contact\*

youremailhere@email.com

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

**File Upload:** Organization Information (Annual Report)

##### Project Details

**Amount Requested\***

3500

**Total Project Expenses\***

6000

**File Upload:** Financials\*

**File Upload:** Documentation for financial verification

**Primary Field of Interest\*** Select from choices

Community Improvement and Capacity Building

**Secondary Field of Interest\*** Select from choices

Human Services

**Begin date of project**

01/01/2025

**End date of Project**

03/31/2025

**Purpose of requested funds: What will the funds be spent on?\*** Be very specific

This project will provide senior citizens, shut-ins and physically challenged residents with a hot meal twice per week from January through March. Grant funds will be used to purchase food and supplies to cook healthy, balanced meals which include a meat, vegetable, salad, bread, and dessert.

**Why is this project important to Mackinac Island?\***

Meals on Snowmobiles is important because it impacts the daily lives of community members who are elderly, may be unable to get out of their house easily during winter months, or have physical challenges that make it difficult to prepare notorious meals. In addition to offering a healthy meal option twice per week, the program also offers a social benefit. High School students are responsible for delivering meals to MOS participants in doing so are brightening their days.

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

Our target audience are individuals who are home bound, senior citizens and those who have physical challenges that make it difficult to prepare nutritious meals

**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.

Our past participants often reach out to us before the project begins for the year and reiterate how important they find the project and how grateful they are that it exists

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

Yes

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

Volunteers: Additional funding as well as preparation and packaging of the meals

MIPS: Delivery volunteers

MIFD, DPW, or MIPD: Vehicle and driver, if needed

**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?*

Our goal is to provide health meals and weekly social interactions to as many Island seniors, shut ins, and those in need throughout the months of January through March

**Objective #1**

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

Provide health, balanced meals

**Comment**

A planned menu will ensure that the meals are both healthy and balanced and will include meat, vegetable, salad, bread, and dessert

**Objective #2**

Provide a friendly social interaction

**Comment**

Volunteers, mainly high school students, will check-in on those in need twice a week during delivery. Seeing a friendly face during delivery time may be the only face to face interaction that some of our MOS participants receive each week

*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.

We will evaluate our success by tracking the number of community members in need that were served as well as how many meals were provided by MOS. We will also send out a survey to all participants to better understand the needs of the program and what we can improve upon.

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

September: Submit a grant request to secure funding from MICF  
October: Reach out to former volunteers  
November: Contact prospective participants  
December: Order supplies  
January-March: Start program, providing meals twice a week  
March: Complete MICF Evaluation

**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.

Covering the food is the highest priority for us

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

We plan to reply for the grant from MICF again next year and we continue to plan on various donations from the community and visitors to help support this program.

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 2026 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](http://www.micf.org/grants) Evaluations are due within **90 days** of your project end date.

### **GRANT EVALUATION – Example using Meals on Snowmobiles 2024-2025**

#### Organization and Financials

##### **Project Title\***

Meals on Snowmobiles 2024-2025

##### **Organization\***

Ste. Anne's Church

##### **Applicant contact First Name:\***

First Name

##### **Applicant contact Last Name:\***

Last Name

##### **Email address of primary contact:**

youremailhere@email.com

##### **Did you use full grant amount?**

Yes  
 No

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

**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.\*

#### Project Goals, Metrics, and Outcomes

**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*

Our goal was to provide healthy meals and weekly social interactions to as many Island seniors, shut-ins, and those in need throughout the months of January through March.

##### **Objective #1**

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

We provided balanced healthy meals to an average of 50 participants twice weekly

**What was the outcome of the action?**

We were successful in providing a meal that included a salad, entrée, roll, vegetable, and a dessert for every meal.

## Objective #2

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

We had a variety of volunteers deliver the meals to the participants

### What was the outcome of the action?

Although the high school students were not able to participate this year due to conflicting availability, we were still able to have volunteers visit each of the participants twice a week to check up on them and provide positive social interactions.

### 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?\*

To measure this program we ask our participants to provide anonymous feedback via a survey at the end of the program. The majority of the participants rated the meals as a 9/10 and the delivery service as a 10/10. We feel that this program is successful and a program that so many in the community look forward to year after year.

### For ongoing programs: What changes will you be making in the program?

After receiving our surveys back we did have a couple of suggestions for the menu. Our volunteer chef will review these suggestions and see what changes he can make to the menu for next year to make everyone as happy as possible.

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

When we had conditions that made it unsuitable for snowmobiling we were able to call upon many within our community to assist in making sure that the deliveries were able to be done safely. This year we were able to call upon the DPW, MIFD and Cloverland. Mackinac Island State Park and MIPD also were willing to assist if it was necessary.

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

We would not be able to provide this program to our community without this grant. Although we do receive additional donations from both our island visitors and community members it does not amount to enough to cover the cost of this program. We are incredibly grateful for the MICF for their assistance in making this program possible.

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

"I would like to express my sincere appreciation for the wonderful program, the excellent food, and the dedicated individuals who deliver it. Everything has been exceptional and I cannot think of any

improvement needed." Anonymous participant via the yearly survey "Everyone does a great job and we appreciate it immensely!! The salads are fabulous; the variety of rolls are a treat; and the desserts are very good. Thank you one and all!!" Anonymous participant via yearly survey

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

IMG\_#.jpg

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

Check here