



### Instructions/Eligibility:

We request that prior to submitting a grant application to the Macatawa Foundation, please note the following:

- Your organization must be a 501(c)(3) or a qualified public entity.
- Operate within the United States
- The Macatawa Foundation does not consider multi-year grant requests.
- The Macatawa Foundation does not consider capital campaign or individual capital project requests.
- Please limit your responses to open ended questions on the grant form to two concise paragraphs or less.
- Your grant request will be acknowledged within 30 days.
- All grant requests require Foundation board approval.
- The Macatawa Foundation Board meets once a year (Fourth Quarter) to consider grant applications. For your grant to be considered, the following deadlines apply:
  - o Do not apply any earlier than July 1<sup>st</sup>
  - o For Fourth Quarter meeting, all completed grant requests must be received by August 31.

If your organization can meet/comply with these requirements, please proceed with completing the grant application. **When submitting grant applications, all documents and attachments must be in PDF form.**

### SECTION I. Organization Information

Please provide the following information about your Organization:

Full Legal Organization Name:

Address: City: State: Zip Code:

Website:

President/Exec. Dir.:

Contact Person (if different): Title: Phone #: Email:

Year established:

Fiscal year end date: (month and date)

501(c)(3)? Yes/No

EIN #:

Are there any current legal or regulatory matters which will impact the performance of the organization?

**Please provide information about the Grant Request**

Purpose of the Grant:

Date of Application:

Type of support that is being requested: (General operating, Project/Program, or Other?)

Dollar amount requested:

**SECTION II. Narrative Questions**

Please review the Macatawa Foundation Website to familiarize yourself with the Foundation and its stated goals and objectives for grantmaking.

Q1. Describe how your grant request aligns with the goals and objectives of the Macatawa Foundation.

## **Q2. About Your Organization**

*Please share information about your organization. Relevant information could include some of the following:*

- *What is your organization's mission and objective?*
- *Please share an organizational history*
- *Current programs and recent accomplishments or achievements*
- *Recent major changes to financial and/or organizational circumstances*

## **Q3. About Your Program/Project** – Please share the most important information about your grant request.

*Relevant information could include some of the following:*

- *What you plan to do (activities) and the timeframe*
- *Why do you plan to do it (opportunity, challenge, issue or need)*
- *Who will be impacted*

**Q4. About Your Impact**

*Please explain what success looks like overall and for the funds requested by this grant. Do you track impact and how do you know you're moving toward it?*

**Q5. Former Grant Recipients Only**

If you received a grant from The Macatawa Foundation in the past year, please tell us how you deployed the funds, and the impact you are expecting from the investment.

### **SECTION III. Attachments**

*Please limit your application to the following standard set of requested attachments, or fewer. You may include these attachments along with the application.*

- **Organizational fiscal year operating budget** (income and expenses) for the current year (any format will be accepted); budget should document how many FTE, if any, are included in any salary/benefits expenses.
- **Audit or financial review from most recently completed year** showing actual income and expenses. This information should include a balance sheet, a statement of activities (or statement of income and expenses) and functional expenses. Provide the most recent Form 990 tax return which may not be publicly available at the time of request.
- **Project budget** (income and expenses), if seeking a project grant, including projected source(s) of income for the grant period.

### **SECTION IV. Optional**

Please use the space to include information that you consider relevant and would like to be a part of your grant application. Please limit your response to two paragraphs.