

### Special Grantmaking Guidelines due to COVID-19 Related Challenges

*In effect for August 16, 2021 deadline.*

The Community Foundation for Southeast Michigan was established in 1984 for the betterment of the residents of Wayne, Oakland, Macomb, Monroe, Washtenaw, St. Clair and Livingston counties.

To us, southeast Michigan is more than a geographic region — it's the place we call home. Over the years, the Community Foundation has helped to create and fund numerous projects that improve the lives of those who live here. Our interest areas span from arts and culture, to the environment, to health and human services.

As we do our grantmaking, the Community Foundation for Southeast Michigan is also committed to honoring the intentions of our many donors and creating solutions that make everlasting positive impacts.

As we find the community in a unique and difficult position due to COVID-19, our mission and focus remains the same. We want to provide flexible support to a wide range of organizations that meet the interests of our donors.

### How to Apply

As our potential partner, you simply need to read these guidelines and then, if you think there is a potential fit, please contact us if you have any questions.

If you decide to pursue an application, simply follow the steps in the application checklist at the end of this document.

### Our Priorities

At this time, grant applications should address nonprofit organizations' unique needs due to COVID-19 Related Challenges. Applications can address plans to recover and restore organizational capacity and programs in innovative ways. While the Community Foundation supports a large range of organizations, we will prioritize applications in the following ways:

- We want to support projects and ideas tied to a longer-term vision for an organization's recovery and restoration
- We serve a seven-county area and think about issues from a regional perspective. While we know that every grant we make will not touch all seven counties, we are particularly interested in organizations that serve a large portion of the region, and/or serve a unique niche within the region not served by others.
- As COVID-19 continues to affect our community, we will prioritize support of organizations serving individuals, families and communities in crises.

## Specifics of What We Fund

In this unique time, we are flexible in the types of line-items you include. You just need to help us understand why these items are a priority for your organization's survival and innovation.

For these COVID-related grants, we anticipate most grants will be for a 12-month period. If you want to expend the grant over a shorter or longer period because it is useful for your organization in leveraging funds or for other reasons, please list the grant length you want on your application. We can be flexible on the length of time a grant is expended over, though the grant amount will not change.

## Grant Amounts

Our current goal is to support a wide range of organizations at a meaningful but moderate level. As such, the majority of our competitive grants will range from \$10,000 to \$75,000 for 2021 grant cycles.

## Proposal Deadlines

We ask that you submit your proposal on or prior to 5 p.m. on August 16. This gives us time to thoughtfully review each request in time for our quarterly Board meeting.

Please keep this response time under consideration when crafting your proposal—assume that if a grant is awarded, you would not receive funds until four months after the proposal is submitted and the timeline of the project should reflect that.

## Basic Eligibility

There are some specific eligibility rules to keep in mind before you consider applying:

- The Foundation will only make grants to federal 501(c)(3) tax-exempt organizations, government entities, school districts and universities.
- Please note that for all of our competitive grant programs, we require that your organization have a certified financial audit. Under some circumstances, we will accept a financial review, conducted by a CPA or other external financial professional. Click [here](#) to see a comparison of an audit vs. a financial review.
- While grants to religious organizations are considered, sectarian religious programs are not eligible. By this we mean that if we are to consider funding a program offered by a religious organization, we would only consider a program that is open to the wider community.
- We do not make grants to individuals.
- We typically do not consider a new grant to an organization when they have an open competitive grant. Some exceptions may be considered at this time.
- Finally, your organization must be headquartered in one of the seven counties that we serve, and must serve residents of our region. Occasionally, grants to statewide or national organizations will be considered for activities in the region and particularly if a local partner is actively involved in the project.

### **Proposal Format & Fluxx Registraion**

The Grant Application Checklist at the end of this document outlines the items you should include in a proposal. Once you have assembled those items identified in the checklist, please submit them to the foundation through our online Fluxx portal at the link found at [cfsem.org/apply](http://cfsem.org/apply).

If you are eligible to apply for a grant and you do not yet have access to our Fluxx Portal, you should register right away. Registration grants an individual access to our portal and links them to an organization's existing account. If your organization does not have an existing account, an organization account will be created. Once your registration has been submitted, please allow up to 5 business days for it to be approved. If you have any questions on registering, please contact our Grants Manager at [applications@cfsem.org](mailto:applications@cfsem.org).

Please note CFSEM no longer supports shared accounts for an organization. Each individual who accesses our Fluxx portal should be doing so with their own individual profile and their own personal email address. We do not suggest using a shared email address for Fluxx profiles, especially in cases for signatories on grants. This allows us to ensure the security of our portal as well as allows us to communicate effectively during our grants management process.

### **Reporting Requirements**

If a grant is awarded, the grantee organization will be required to submit a report at the end of the grant period to share the impact of the grant, and to show that all funds were spent as intended. If the grant period is more than 12 months, interim reports may be required before grant payment installments are made.

Thank you for considering submitting a proposal to the Community Foundation. We value our community partners and grantees, and we want to work with you to improve the quality of life in our region.

# GRANT APPLICATION CHECKLIST

Once inside the online grant portal, you will be asked to submit the following items:

## 1) ORGANIZATIONAL INFORMATION:

- Legal name, Tax ID, address, telephone number, and website of the applicant organization
- Mission, brief background and current programming of the applicant
- Total number of people served each year by the applicant
- Primary contacts for the specific application and the organization, including the applicant contact, signatory, CEO/President/Executive Director, and key organization contact

## 2) COVER LETTER NOTING:

- Legal name of the organization
- Dollar amount requested
- Purpose of the grant
- Length of time for which support is requested
- Must be signed by the CEO or Executive Director.

## 3) PROJECT INFORMATION:

- Project Title
- Dollar amount of grant support requested
- Proposed start and end date of grant
- Short, one-sentence project summary
- Answers to the following questions:
  - What is the problem or opportunity you are trying to address?
  - What is your target population?
  - Explanation of whether this is a new, expanded or ongoing project of the organization.
  - What are your specific goals, and what are your strategies to reach those goals?
  - What is your timeframe?
  - How will you evaluate your grant?
  - Identify the geographies (i.e. neighborhoods, cities or counties) that will be served by the proposed project.
  - What partnerships are central to the implementation of this grant? Please also note if you are planning to utilize a fiscal sponsor.

## 4) REQUIRED FINANCIAL INFORMATION:

- Total Project Revenue/Expenses – You will be invited to upload, in your own format, an outline of all anticipated funding for your entire project, as well as all costs of your project inclusive of items outside of this specific request.
- Expenses for Requested Funds – You will be asked to complete an online form which outlines how funding from the proposed grant will be utilized, if a grant is awarded. If a grant is approved, we will use this budget when it comes time to report on the project to ensure funds were used as intended.

## 5) REQUIRED ORGANIZATIONAL ATTACHMENTS INCLUDE:

- Most recent audit or financial review
- Current list of Board of Trustees

## 6) OPTIONAL APPLICATION ATTACHMENTS INCLUDE:

- Letters of Support
- Job Descriptions or Resumes of Key Staff
- Signed Memorandum of Understanding with Key Partners

**To begin the submission of an application, login to the online portal at the link provided at [cfsem.org](http://cfsem.org).**

**To discuss your proposal or if you have any questions, please contact us at 313.961.6675.**

**Revised January 2021**