



Application Procedures

The Foundation **strongly encourages** submission of grant proposals before the following deadlines:

<i>Submission Deadline</i>	<i>for</i>	<i>Board Review in</i>
January 15		March
March 15		May
May 15		July
July 15		September
September 15		November
November 15		January

Proposals must be in the Foundation's office on or before these dates. If the due date falls on a weekend or holiday, the proposal is due the preceding business day. (Office closes at noon on Fridays Memorial Day weekend through Labor Day weekend.)

The following should be considered before submitting a proposal to the Foundation:

1. The Foundation **does not make grants to individuals;**
2. The Foundation supports Kalamazoo area projects, programs, and purposes carried out by charitable institutions, primarily public charities and governmental entities;
3. The Foundation emphasizes specific initiatives within its area of programming interests rather than specific research; and
4. The Foundation may at times provide assistance for an organization's operating costs, but generally only for a limited duration.

It is expected that **every** proposal will include **all** the information requested. Incomplete proposals may be returned.

The procedures for applying for a grant are also available on our website

www.isgilmore.org

If additional information or clarification of any point is needed, or if unreferenced circumstances apply, please contact the Foundation office at (269) 342-6411.

Application Procedures, cont.

The Foundation does not utilize an application form. Instead, the Foundation asks that the organization seeking a grant present an unbound proposal to include the following:

I. General

- A. A **cover letter** signed by the organization's highest-level board member and executive staff member, indicating:
 - 1. the **purpose** of the request
 - 2. the **amount** of the request
 - 3. the **time period** in which the funds would be used (the fiscal year, event date, etc.)
- B. A copy of the organization's most recent United States Treasury Department IRC Section **501(c)(3) Tax Exemption letter**. Letters should not predate 1970. (Please contact the Foundation's office in the event of unusual circumstances.);
- C. A current **list of the organization's Directors or Trustees**, to include their occupations and identification of their major organizational affiliations;
- D. **Final reports** from any previous Foundation grants.

II. Narrative – Limit to six (6) pages – unbound, single-sided

- A. **Mission statement** and a **brief history** of the organization;
- B. **Description** of the project/program to include:
 - 1. The perceived "need";
 - 2. The results ("outcomes") being sought; and
 - 3. The means ("outputs") by which the outcomes can be achieved.
- C. The methodology to be utilized in **evaluating**:
 - 1. The result(s) of the proposed program/project/purpose; and
 - 2. The process through which such results are (or are not) achieved. (Anecdotal accounts are an acceptable method of evaluation, especially when utilized in conjunction with "hard data".)

Application Procedures, cont.

D. Funding:

1. **Other funding** sources for this program/project/purpose including their status [i.e. planned, submitted, committed], and identification of in-kind contributions with the related expenses; and
2. A detailed explanation of funding sources for **subsequent** years if programs/projects/purposes are continuing in nature.

III. Financial

- A. A one-page **line-item budget** identifying all the program/project's expenses and all sources of revenue/support. In the case of operational grant requests, also provide the applicable year's operating budget.
- B. The organization's most recent **operating statement** (Statement of Activities), including the **annual budget**;
- C. The organization's most recent **balance sheet** (Statement of Financial Position) for the current fiscal year; and
- D. Most recent **audit** (or other review/compilation, 990).

Submit Proposals to:

Richard M. Hughey, Jr.
Irving S. Gilmore Foundation
136 E. Michigan Avenue, Suite 900
Kalamazoo, MI 49007-3915

The Trustees of the Foundation will make all decisions regarding the funding of proposals without discrimination on the basis of race, color, creed, gender, marital status, religion, age, orientation, handicap or disability, height, weight, or national origin of the organization's staff or volunteers. It is expected that all beneficiaries of funding from the Irving S. Gilmore Foundation will adhere to existing State and Federally mandated affirmative action policies.

136 E. Michigan Avenue, Suite 900, Kalamazoo, Michigan 49007
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