



# Grant Application

Health & Wellness Initiatives serving the Lakeshore Community

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## ORGANIZATION INFORMATION

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Organization Name

Phone

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Street Address

City

State

Zip

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Contact Person

Title/Relationship to Organization

Email Address

## PROJECT INFORMATION

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Project Name

Year Project Established

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Grant Amount Requested (see guidelines for accepted uses)

Total (or Annual) Project Budget

## AFFIRMATION & AUTHORIZATION

I affirm that the statements on this application are true, complete, and correct. I hereby authorize the Osteopathic Foundation of West Michigan to make any inquiries deemed necessary concerning the information provided.

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Executive Director or CEO, Signature

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Date

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Printed Name

(Application requirements are continued on the following page)

The grant application consists of two parts, an online survey and an email submission. The application deadline is March 31.

### **PART 1: PROJECT NARRATIVE**

**Submit via SurveyMonkey link** online form at <https://www.surveymonkey.com/r/ofwm19>. You may not be able to save and return to the online form, so we suggest you answer the following questions in a word processing document, then copy and paste the responses into the online form.

- 1) Summarize the organization and its mission (750 characters)
- 2) What is the title of the project or program for which the grant is sought? (75 characters)
- 3) Why is the project necessary? What specific need or problem does the project address? (750 characters)
- 4) How does the project address the defined need? What will you do or provide? (750 characters)
- 5) What specific geographic area does the project serve? (400 characters)
- 6) How many people will directly benefit from the project? (400 characters)
- 7) What results will you measure and how? (750 characters)
- 8) How often and when will you measure and report the results of this project? (750 characters)
- 9) What is the total budget for the project? (150 characters)
- 10) What is the grant amount requested? (150 characters)
- 11) Describe the specific expenses the grant funds would be used for, if awarded. Please see Guidelines for allowed uses. (750 characters)
- 12) Is the organization or project affiliated with or supported by Mercy Health? Please describe. (750 characters)
- 13) List project funding committed from other donors or organizations. (400 characters)
- 14) List project funding requested but not yet committed from other donors or organizations. (400 characters)
- 15) Describe all recognition that will be provided for the Foundation regarding the project. This may include acknowledgement and/or logo placement on signage, educational materials, website, equipment labels, newsletter, annual report, etc. (750 characters)
- 16) Please include any additional information relevant to the grant request, if necessary. (750 characters)

### **PART 2: SUPPORTING DOCUMENTATION**

**Submit via email** to [contact@osteopathicfoundation.org](mailto:contact@osteopathicfoundation.org).

- 1) Page 1 of this application – completed, signed, and scanned
- 2) List of the organization's Officers and Directors
- 3) IRS documentation of nonprofit status including the tax exemption designation
- 4) Governing documents including Articles of Incorporation, Bylaws, and/or Trust Agreement
- 5) Audited financial statements from the most recent fiscal year (If audited statements are not available, please explain and provide alternate.)
- 6) The organization's most recent annual report or newsletter (if available)

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**All materials must be received by midnight on March 31.**

Both Part 1 and Part 2 must be submitted by the deadline to be considered.

**Osteopathic Foundation of West Michigan**

800 E. Ellis Road, Norton Shores, MI 49441 | [contact@osteopathicfoundation.org](mailto:contact@osteopathicfoundation.org)



# Grant Guidelines

Health & Wellness Initiatives serving the Lakeshore Community

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## **WHO MAY APPLY**

Requests for support are generally considered from applicants who have been designated as nonprofit, tax-exempt public charities as defined in Sections 501(c)(3) and 170(b) of the Internal Revenue Code. The Foundation generally does not consider requests from private foundations, private operating foundations, or political organizations.

## **THE APPLICATION PROCESS**

Applicants must complete and submit both **Part 1: Project Narrative** and **Part 2: Supporting Documentation** by the application deadline to be eligible for consideration. If an applicant has questions regarding the application process, the applicant is requested to contact the Foundation's office. **The deadline for applications is March 31.**

Any discussions or indication of interest by the Foundation after submission of an application or on-site investigation will not be construed as a commitment by the Foundation in any way. Each application will be considered on its own merit and accepted or rejected only in writing. All applications are given thorough individual study by the Grant & Scholarship Committee and the Board of Directors. If held for further consideration, the program or project is usually investigated by the Executive Director or one or more Directors. A final decision is reached by discussion and a majority vote of the Board.

## **DECISION MAKING POLICY AND TIME FRAME**

The Osteopathic Foundation Grant & Scholarship Committee reviews grant applications on an annual basis and makes recommendations to the Board of Directors, who is the decision-making body for issuing grants. Interested applicants must submit their completed applications to the Foundation by the stated deadline. Typically, applicants will be notified of the Foundation's decision by July 1.

## **WHAT THE FOUNDATION GENERALLY WILL NOT FUND**

- Programs outside of the counties of Muskegon, Oceana, Newaygo, and northern Ottawa
- Routine operating expenses including salaries
- Motor vehicles
- Religious programs that serve, or appear to serve, specific religious denominations
- Existing obligations or debts/liabilities
- Individuals (except for academic scholarships)
- Grants for endowment
- Grants to tax-supported institutions; however, municipalities may apply for a grant for a specific project
- Grants to organizations which discriminate based on race, creed, or gender
- Grants to conduct political activities, propaganda, influence elections, or to influence legislation

## **GRANT AGREEMENT**

Each grantee must execute a Grant Agreement before the grant can be funded. A sample agreement may be provided to applicant upon request.