



# Grant Application

Health & Wellness Initiatives Serving the Muskegon-Lakeshore Area

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## ORGANIZATION INFORMATION

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Organization Name	Phone		
Street Address	City	State	Zip
Contact Person	Title/Relationship to Organization	Email Address	

## PROJECT INFORMATION

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Project Name	Year Project Established
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.

\_\_\_\_\_  
Executive Director or CEO, Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

(Application requirements are continued on the following page)

**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)

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.

***IMPORTANT: Please note that the response length is in CHARACTERS, NOT WORDS. We are looking for concise and direct answers. 750 characters is approximately one paragraph. Feel free to use bullet points or numbered lists to convey your information.***

- 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 costs or line items 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).

- Page 1 of this application – completed, signed, and scanned
- Budget for the project; denote the line items for which Foundation grant funding is requested.
- List of the organization's Officers and Directors
- IRS documentation of nonprofit status including the tax exemption designation
- Governing documents including Articles of Incorporation, Bylaws, and/or Trust Agreement
- Audited financial statements from the most recent fiscal year (If audited statements are not available, please explain and provide alternate.)
- The organization's most recent annual report or newsletter (if available)

Please direct any questions to [contact@osteopathicfoundation.org](mailto:contact@osteopathicfoundation.org) or call 231-720-0288.

# Grant Application Guidelines

Health & Wellness Initiatives Serving the Muskegon-Lakeshore Area

## GRANT STRATEGY

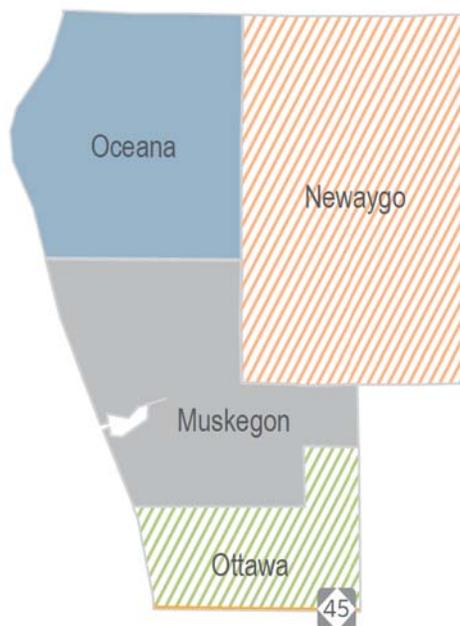
We are a community health and education foundation. Our mission is to measurably improve fundamental wellness in the Muskegon-Lakeshore area in the tradition of osteopathic medicine. We support programs that improve access to health care, nutrition, physical activity, and a sense of belonging.

The first three elements of this strategy – healthcare, nutrition, and physical activity – are easily understood. Sense of belonging is something we all need to thrive. In a culture where we are more isolated than ever, we believe there is value in human connection. Our grants prioritize programs that connect participants to a group and/or mentors for support as they pursue their goals.



A grant application is more likely to receive funding if it:

- Addresses one or more of the first three areas *and* creates a sense of belonging or connectedness
- Has an evidence-based approach and a clearly defined method for measuring outcomes
- Leverages resources for long-term, lasting impact



Our Service Area

## SERVICE AREA

The Foundation serves Muskegon County, Oceana County, Newaygo County, and the northern part of Ottawa County. Our grants fund programs that serve residents within this area.

## GRANT PROGRAMS

Our **annual grants** typically range between \$3,000 and \$15,000, though larger awards may be possible based on the need and expected impact of the project or program.

**Multi-year grants** may be available for larger projects. Please contact the Foundation directly to discuss requests of this nature.

For smaller needs, we fund **mini grants** up to \$1,000. These grants may be available at any time during the year if they are urgent, and after June 1 of each year if they are not time sensitive. Visit our website for a simplified application process.

## **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 & DECISION-MAKING 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 should 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.

The Foundation's Grant 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. All applications are carefully reviewed by the Grant 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.

Typically, applicants will be notified of the Foundation's decision by July 1.

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

- Programs outside of Muskegon, Oceana, Newaygo, and northern Ottawa counties
- 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.