



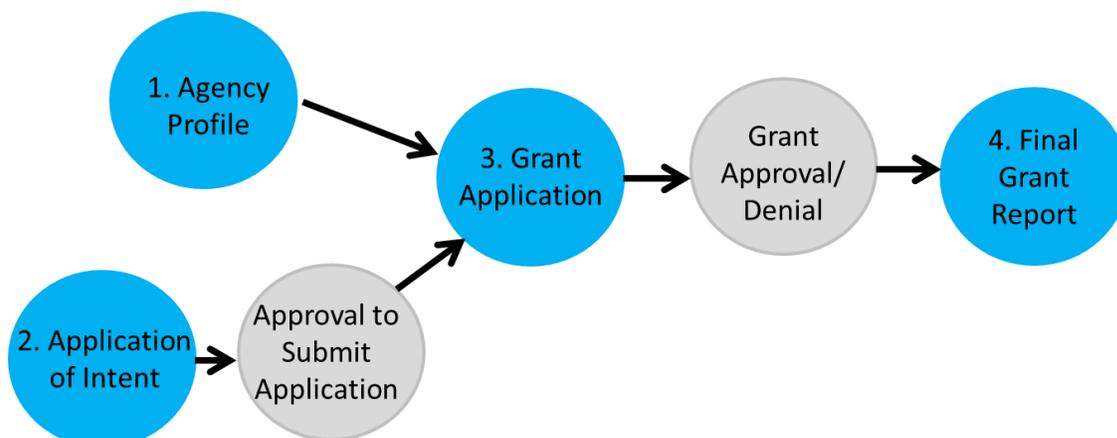
## Completing your Community Foundation Application

After reading the Foundation's grant priorities, follow the links to eGrant and complete the following steps:

- 1. Create or Update your Agency Profile.** Agency profiles must be updated annually. If you haven't started your annual update, Click on "Opportunities" on the left side of the screen and select "2014 Agency Profile." If you have previously created an Agency Profile, your 2013 information will transfer to the new application – update the profile with any changes (including an updated list of Board Members and Financial Information) and submit. Once you've started your Agency Profile, you will find it under "Drafts" on the left side of the screen. Once submitted, you'll find it under "History." See reverse for a list of items you will need to complete your Agency Profile.
- 2. Create a new Application:** Under the "Opportunities" tab on the left side of the screen, click on the application you wish to complete. You will be sent to an Application of Intent. While you are working on it, you'll find it in the "Drafts" screen. Once submitted, it will be reviewed by Foundation Staff to determine if your project is a good fit for our grantmaking priorities. Staff will notify you of the status of your application within three business days. Applications of Intent are due at least two weeks before the grant deadline.
- 3. Submit a Grant Application.** The four-page application allows you to fully explain your project. You can leave your application and return to it at any time, just save your changes by clicking on the "Save" button. To view a PDF of your application, return to the Main Menu and click on the "View" button. Once submitted, you will receive email confirmation. You are welcome to contact the Foundation for a sample grant application.
- 4. Submit a Final Grant Report.** If granted, you will be notified of the deadline for your grant report.

*If you have any questions, please contact Foundation Staff at:*

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## Agency Profile Checklist

*You will need the following information to complete your Agency Profile:*

- PDF of your most recent 501(c)3 Determination Letter
- List of current Board Members
- PDF of your operating budget from last year
- Financial Information: Budgeted Revenue and Expenses for the current year, Actual Revenue and Expenses for the previous year
- Tax ID Number (EIN)
- Brief Organizational History
- Mission and Goals
- Short description of the main programs and activities supported by your organization
- If you plan to apply for a grant: Bank account information for electronic grant payment:
  - Bank Name
  - Type of Account: Checking or Savings
  - Routing Number
  - Account Number

