Sterling Heights Area Community Foundation
Grant Request Application Form

Please complete the entire form and add any necessary supplemental materials and submit by email or by postal mail. **Please attach copies of proof of your non-profit status, most recent audited financial statements, and project budget with detailed explanation to the application. The Foundation will not consider incomplete applications.**
Email: CommunityFoundation@sterling-heights.net
Postal address: Sterling Heights Area Community Foundation
Attention: Community Relations
40555 Utica Road, P.O. Box 8009, Sterling Heights, MI 48311-8009
Phone: 586-446-2489
Fax: 586-276-4065
Note: *Answers such as "N/A" or "Previously submitted" are considered incomplete. We will NOT accept incomplete applications.*

ORGANIZATION INFORMATION:

Organization Name: _____

Complete mailing address: _____

_____

Main Phone: (____) _____   Main Fax: (____) _____   Date established: _____

Website: _____

TAX STATUS: ___ 501 (c) (3)   ____ 170 (b)   _____ Other (Specify): _____

Organization Type (choose one):

___ Civic/Community   ___Culture/Arts   ___Education   ___Health/Human Services
___Recreational   ___Other (Specify): _____

ANNUAL BUDGET: _____

Do you receive any funding from the United Way? _____

How much of your total revenue from the last fiscal year came from the United Way? _____

What % of your total revenue from the last fiscal year came from the United Way? _____%

Specify your other funding sources: _____

_____

BACKGROUND: Please provide your organization's mission statement and a brief history of your organization and past program successes. Please also attach copies of your non-profit status, most recent audited financial statements, and budget with detailed project explanation.

GOVERNANCE: Please list all officers of your organization. Please also list any Sterling Heights Area Community Foundation or City of Sterling Heights personnel on your Board of Directors. Please include titles and current professional affiliations.

CONTACT INFORMATION:

This is the specific person to whom we will direct all correspondence.

Prefix: (Mr., Mrs., etc.) _____ Name: _____ Suffix: (Jr., Sr., etc.) _____

Title: _____

Office Phone: (___) _____ Office Fax: (___) _____ Cell: (___) _____

Email address: _____

REQUEST INFORMATION:

Today's date: _____ **Event date(s):** _____

Project Title: _____

Request amount: $_____ **Project Budget:** $_____

Geographical area served: _____

PROJECT DESCRIPTION: *Provide a brief summary of your project (up to one page)*

_____
_____
_____

GOALS: *What is the goal or expected outcome of this program? (up to one page)*

_____
_____
_____

MEASUREMENTS: *How will the results of your program be measured? (up to one page)*

_____
_____
_____

OTHER SUPPORT: Please list other current or proposed contributors and actual or pledged levels of support: *(up to one page)*

_____
_____
_____

SUSTAINABILITY: How will you sustain this program after Sterling Heights Area Community Foundation support ends? *(up to one page)*

_____
_____
_____

GROUPS SUPPORTED: Who are the clients, audience, or people served by this program?

_____
_____
_____

GRANT USE: If approved, how will grant funding be used?

_____
_____
_____

RECOGNITION: How will you publicize this grant? How will the Foundation be acknowledged?

_____
_____
_____

DISTRIBUTION: If you publish an annual report or periodic newsletter or email, what is your distribution quantity? _____

PRIOR SUPPORT: Has your organization previously received any funding from the Sterling Heights Area Community Foundation? If so, please specify dates and details.

_____
_____
_____

STATUS REPORTS: Please note that written Status Reports formally updating the Foundation about the conclusion of any and all prior grants you may have received or may receive in the future are required and must be submitted within one year of the date of funding of any grant by our Foundation. Please attach any such Status Reports that may be due.

ADDITIONAL INFORMATION: Please include any additional information about this grant request that may assist our decision-makers.

ATTACHMENTS: _____

_____

_____
_____
_____
_____
_____
_____

Please note that we receive numerous grant applications and we are not able to fund all of them. Grant requests must fall within the mission of our Foundation and significant lead time is necessary for our thorough analysis and review.

For further information contact our Executive Director Karl Oskoian directly at: oskoiank@sbcglobal.net

Thank you very much.