



MICHIGAN CITY COMMUNITY ENRICHMENT CORPORATION
219-873-1400, x382

To: Organizations Requesting Grants

June 28, 2010

Thank you for your interest in the Michigan City Community Enrichment Corporation's 2010/2011 Grant Funding Cycle. The Corporation was organized as a public benefit corporation to organizations that qualify as *Section 501(c)(3)* under the Internal Revenue Service.

All completed Grant Applications may be mailed or hand-delivered to the Michigan City Community Enrichment Corporation, c/o 100 E. Michigan Blvd., Michigan City, Indiana 46360. *One (1) original Grant Application and nine (9) copies for a total of ten (10) Grant Applications are required.* Completed Grant Applications must be post-marked by September 30, 2010. If your Grant Request is received or post-marked *after* the above-referenced deadline, it will not be eligible for consideration. *Please keep in mind that this will be the only grant cycle for 2010-2011; grant monies for that cycle will be distributed in February 2011.*

Enclosed you will find information describing the documentation that is required from your Organization to assist the Board in the evaluation process. Please review the Grant Application carefully. Your Grant Application should be "all-inclusive" as presentations will not be permitted. However, the Board may request a presentation from you after a review of the Grant Applications. The Grant Cover Sheet must be on top of each Grant Application that is returned.

If the Enrichment Corporation receives your Grant Application by September 15, 2010 we will let you know if your Grant Application is incomplete or if any requested material is missing. **Therefore, it is in your best interest to get your Grant Application in early!**

AGAIN, YOU MUST SUBMIT AN ORIGINAL AND NINE COPIES FOR A TOTAL OF TEN GRANT APPLICATIONS. YOUR FAILURE TO SUBMIT ALL TEN GRANT APPLICATIONS WILL DISQUALIFY YOUR GRANT FROM CONSIDERATION.

Should you have any questions regarding the Corporation or the grant-making process, feel free to call our voice mail at 219-873-1400, x382. Your telephone call will be returned by one of the Board Members. We thank you for your interest in the Michigan City Community Enrichment Corporation and are pleased to provide this Grant Application to you.

Very truly yours,

Michigan City Community Enrichment Board

MICHIGAN CITY COMMUNITY ENRICHMENT CORPORATION
219-873-1400, X382

GRANT APPLICATION COVER SHEET

Organization's Name: _____
Primary Address of Actual Activity: _____
Organization's Address: _____
Organization's Phone: _____ Organization's Fax: _____
Organization's Email Address: _____

Contact Person's Name: _____
Contact Person's Title: _____
Contact Person's Address: _____
Contact Person's Phone: _____ Contact Person's Fax: _____
Contact Person's Email Address: _____

President of the Organization's Board: _____

Project Title: _____

Federal ID#: _____ Amount Requested: _____

Summary of your Request:

Do Not Write Below This Line. For Michigan City Community Enrichment Corporation Use Only.

FOR CORPORATE USE ONLY

Date Received _____	Approved _____	Declined _____
Proposal # _____	Date Acted Upon _____	
Category _____	Program _____	Capital _____

GRANT REQUEST CONTAINS:

- _____ Grant Request Cover Page
- _____ Grant Request Narrative
- _____ Project/Program Budget
- _____ Federal ID #
- _____ Past Year's Financial Statement
- _____ Current Financial Statement
- _____ IRS Determination Letter
- _____ Evidence of Board Approval
- _____ Statement from Officer
- _____ Name/Address of Board Members

GUIDELINES FOR GRANT APPLICATIONS

MCCEC Will Favor Projects Which:

Are not adequately being serviced by existing community resources.

Propose practical approaches to solution of current community problems.

Constructively addresses diversity.

Promote volunteer involvement in addressing community problems.

Enhances coordination of services by different organizations.

Provided leverage for generating additional matching funds and community resources.

Are likely to make a clear difference in the quality of life of a substantial number of people.

Enhances the opportunity for learning and development

Specific Guidelines:

Enhances programs that directly benefit the children of the Michigan City Community. Grants will be made only to those non-profit organizations and programs operating in Michigan City, Indiana as defined by the boundaries of the Michigan City Area School district. Grants will be made for a wide variety of programs and purposes benefiting the citizens of Michigan City.

Grants will be made for only one (1) year.

No grants will be made to endowment campaigns or for previously incurred debts.

No grants will be made to churches for sectarian religious programs.

No grants will be made for operating budgets.

No grants for basic municipal or educational functions and services.

No grants will be made to provide long-term funding. No grants will be made for post-event or after-the-fact situations.

Grants will be awarded only after signing a written contract enforceable by the Michigan City Community Enrichment Corporation.

The Michigan City Community Enrichment Corporation has the right, at any time, to conduct an impromptu on-site inspection of equipment, to request receipts, documents, or proof of billing statements for any equipment purchased by said Grant.

INFORMATION REQUIRED

1. Description of the Project:
 - a. The program or specific need you wish to address.
 - b. Its significance to the Community and its particular benefit to those living in the geographic area comprising the Michigan City Area School District.
 - c. The names and qualifications of those persons who will carry it out.
 - d. A statement describing how the project's success will be measured.
 - e. If the grant is for equipment, where will it be housed or located.

2. Budget:
 - a. Complete budget for the project.
 - b. How you propose to fund it.
 - c. The **exact** amount you are requesting from the Michigan City Community Enrichment Corporation.
 - d. The names of other funding sources, which you are applying for assistance.
 - e. Potential sources of matching funds.

3. Description of Applicant/Organization:
 - a. The name, address, telephone, email and fax number of the contact person.
 - b. A list of your officers and board members.
 - c. A copy of the IRS letter designating your organization as 501(c)(3) Federal Income Tax Exempt.
 - d. Statement from an Officer stating the exemption is still in force.
 - e. CURRENT FINANCIAL STATEMENT AND MOST RECENT FISCAL YEAR-END FINANCIAL STATEMENT.
 - f. Any descriptive brochures or promotional literature.

4. Who Will Benefit?

Describe who will be served. Include expected number, geographic location, and specifics of those targeted.

PLEASE ATTACH ONE ORIGINAL AND NINE COPIES (FOR A TOTAL OF 10 COPIES) OF YOUR APPLICATION AND SUBMIT IT TO THE MICHIGAN CITY ENRICHMENT CORPORATION, 100 E. MICHIGAN BOULEVARD, MICHIGAN CITY, INDIANA 46360 NO LATER THAN SEPTEMBER 30, 2010.

NO GRANTS POST-MARKED OR HAND-DELIVERED AFTER SEPTEMBER 30, 2010 WILL BE ACCEPTED.

Applications may be downloaded at www.emichigancity.com.

GRANT REQUEST WORKSHEET

The following five (5) issues should be addressed in your grant application on no more than two pages if possible:

1. Organization(s).

What is the purpose of your organization(s) and whom do you serve? What are the qualifications of the key staff or volunteers involved in this project or program? What evidence can you give of the ability of your organization or collaborative efforts to implement this project?

2. Need(s).

What is (are) the need(s) for the project or program in Michigan City: Are there other groups working on this need? If so, what will you do that is better or different? How will you coordinate with existing efforts?

3. Purpose(s).

What will this project or program accomplish?

4. Evaluation.

How will the grant, if made, be evaluated? How will you and the Corporation know whether the purpose has been met? If your organization received a grant from us previously, describe how the funds were spent and the benefits derived from your program and our grant proceeds.

5. Impact(s).

Describe the effect of this project on the organization(s), clients, and the community or targeted issue? How visible will the project or program be?

REQUESTS WILL NOT BE CONSIDERED WITHOUT THE FOLLOWING:

- a. A completed GRANT REQUEST COVER PAGE must be the first page visible.
- b. A completed GRANT NARRATIVE of 2 pages addressing the above issues 1-5.
- c. A completed budget for the project (see BUDGET GUIDE).
- d. A list of the Board of Directors, addresses, and principal occupations.
- e. Most recent year-end statement or financial audit or review.
- f. Current financial statement of the organization.
- g. Copy of IRS determination letter for tax-exempt status. If none, explain.
- h. Evidence that this request has the approval of your Board of Directors.
- i. Statement from an officer stating that your exemption is still in force.
- j. Please list if you have applied for or will be receiving any other funding.
- k. Please provide the description of the population served, including total number.
- l. One (1) original, plus nine (9) copies FOR A TOTAL OF 10 COPIES.

6. Grant Reporting.

If you have been a grant recipient in prior years and have not fulfilled your quarterly status reporting requirements on time, you will not be considered.

