

TCF Grant Guidelines

• I. How to Apply

- Review the TCF Grant Guidelines to ensure you qualify to be considered for a grant.
- A grant application should be completed online at www.TroyCF.org.
- The application must be typed and transmitted electronically.
- Be sure to answer all questions on the Grant Application and include all supporting documents listed below.
- All background materials should be sent via email to: OliviaTCF@comcast.net
- After submission, you will automatically receive a copy of your online grant application via email for your records.

II. Supporting Documents Required For A TCF Grant Application

- **Federal Tax Exemption Letter:** If your organization is tax exempt, an exemption letter is required.
- **Charitable Organization or Individual:** Explain how the project/program for which you are applying is a charitable activity or how your organization operates as a charitable organization.
- **Names and Titles of Leadership:** Include directors, board officers and/or key volunteers, as well as contact information for the leaders within the organization.
- **Operating Budget:** For the current year, include a list of principal sources of income, if one exists.
- **Financial Statements:** From most recent year-end, include audited statements, if one exists.

III. Eligibility

- Only projects or programs in the city of Troy, Michigan are considered for support.
- Grants may be made to:
 1. Any organization or individual delivering a project/ program focused on a charitable activity;
 2. Nonprofit, federally tax exempt (501(c)(3)) qualified organizations.

IV. Limitations

As a general practice, the Troy Community Foundation does not fund:

- Agencies serving a populace outside of Troy, MI.
- Annual fund drives, galas, or other special-event fundraising activities
- Capital campaigns
- Debt reduction
- Dissertations or student/faculty research projects
- Established or new endowment funds
- Indirect or administrative costs (e.g. salaries, consultant fees, or general office supplies)
- Institutions that discriminate on the basis of race, creed, color, sex, national origin, or age in policy or in practice
- Loans, fellowships, or grants to individuals
- Religious activities
- Political lobbying or legislative activities
- Private or parochial schools (unless serving a broad segment of the population)
- Profit making enterprises
- Single purpose health organizations
- Travel, tours, trips, or expanded studies, including honor conferences.
- Umbrella organizations that re-distribute grant funds at their discretion.
- Board Members (including immediate family members)

- **Arts & Culture:** The manifestation of the creativity and experiences of Troy residents. Troy’s unique music, poetry, art, as well as resident ideals, intellectualism, and backgrounds all echo the internal makeup of the City, and play a role in our unique culture.
- **Health & Recreation:** Maintaining an active lifestyle remains a vital part of the longevity and overall happiness of a community. The ongoing commitment of residents to healthy lifestyles is directly affected by a community’s engagement in resident wellness and the resources they provide to enable it.
- **Youth & Seniors:** An investment in the future generation of residents who will continue to sculpt Troy’s culture, community and daily life. Their education, resources, and experiences are investments – both in individuals and in the future of the City. Providing a comfortable lifestyle for seniors, as well as shaping the City to support this lifestyle, will only further encourage people to make a long-lasting home in the city of Troy
- **Beautification:** A city is much greater than solely the sum of its parts, and the aesthetic environment of any area reflects the culture and the residents who live there. Investing in the external beauty of the city draws new companies and citizens, creates a lively and pleasant environment, and mirrors the internal beauty of the people of the City of Troy.

V. Selection Criteria

Grant applications will be evaluated based on one or more of the following criteria:

- **Innovation:** Programs that demonstrate an organized and efficient approach to serving Troy community needs and opportunities.
- **Positive Impact:** Programs that provide an immediate impact that is likely to make a clear difference in the quality of life for a substantial number of people.
- **Prudent Financial Planning:** Grant applications requesting a moderate amount of grant money that will affect a significant result.
- **Seed Grants:** Initiate promising new projects or programs to the Troy Community.
- **Unification:** Ideas or programs that will enhance civil society and community engagement.
- **Volunteer Involvement:** Programs enlisting volunteer participation and citizen involvement.
- **Unusual or Urgent Funding**

VI. FAQ's

Q: What is the Troy Community Foundation/What does the TCF Grant Program do?

A: The Grants Program of the Troy Community Foundation is a means by which not-for-profit charitable organizations may secure financial assistance for programs and/or projects which will enhance the quality of life for all residents of the Troy area and surrounding communities. The Troy Community Foundation is an affiliate of the North Woodward Community Foundation a 'community' foundation, in that we collect and administer charitable funds under Section 509(a)(1) of the IRS tax code.

Q: Does Troy Community Foundation ever fund an entire project or program?

A: Entire large projects or programs are rarely funded solely by TCF. Organizations or individuals should individually raise a portion of the required funds and enlist the financial support of other organizations.

Q: What about ongoing programs?

A: Applicants must have a documented plan for future funding and financial support from other sources. Grants are awarded only for a definite period of time, normally for twelve months or less.

Q: What else does the Grants Committee consider?

A: Grant applications must:

- Establish the need, quality, and effectiveness of its service and the same of the project or program for which it is seeking a grant.
- Exhibit a genuine commitment toward the project or program.
- Identify how the program will promote a more cohesive Troy community.

Q: Will the Grants Committee put restrictions on the grant?

A: The Troy Community Foundation reserves the right to place performance requirements (contingencies) on a grant award, such as requiring that the additional revenues needed to implement the project be secured prior to the grant being paid.

Q: How much money can I receive in a grant?

A: Generally \$250-\$2000, though each grant application is reviewed on its own merit.

VII. Grant Recipient Requirements

Misuse of grant funds will result in a recall of the funds and future grant support will be jeopardized.

- Each payment request must include timing and performance requirements in writing in advance.
- Appropriate publicity regarding the receipt of the grant should be arranged by the Grant recipient and communicated in writing to the Grant Committee.
- Detailed reporting regarding how the funds were expended.
- Pictures and/or press clippings related to the project/program.