



## Alpena County Youth & Recreation Millage

### Grant Application for 2021 Funding

Alpena County welcomes relevant 501(c) 3 organizations to apply for funds which are awarded on a calendar-year basis. This grant application is **due no later than 4 PM on May 1, 2020** with grant funds released for programs and projects after January 1, 2021. **All projects must be started after January 1, 2021 and completed and paid for by December 31, 2021.**

Hand-deliver or mail grants to: Alpena County Youth & Recreation Committee  
c/o Alpena County Board of Commissioners  
720 W. Chisholm St., Suite 7  
Alpena, MI 40707

#### To be considered, grantees must:

- Be recognized as a 501 (c) 3 non-profit charitable organization. Schools & government entities are also eligible. First time applicants must provide copies of by-laws, operating procedures and operating board structure, including a primary contact person and board treasurer;
- Abide by the County of Alpena's accountability standards (attached) for nonprofit organizations;
- Submit a fully completed application, including budget and budget narrative;
- Present your program/project proposal (after May 1) to the Youth & Recreation Committee;
- A copy of Liability Insurance will be required by the County if application is approved;
- **Attend a mandatory Y&R Meeting on December 3, 2020 to fulfill your funding contract in order to obtain funding. Non-attendance may result in forfeiture of grant funds.**
- Complete a Funding Report (including photos) at the culmination of your project/program.

#### To be considered, grants must:

- Provide recreational benefits to citizens of Alpena County;
- Be typed on this application form and three-hole punched;
- Contain the original 3-hole punched application and ten (10) additional 3-hole punched copies;
- Provide at least two (2) estimates, quotes or other pertinent information regarding your grant;
- Be submitted on or before the deadline. **Please do not submit grants that are drilled, spiral-bound or contain staples.** Use of temporary clips, such as paper or binder clips, are permitted when submitting your application and its 10 copies. Most applications are submitted in large manila envelopes.

#### Additional information for applicants:

All millage monies are to be for Alpena County recreation activities and any recreational service or site development/improvement must be open and available to all Alpena County residents. Use of local vendors and Michigan-made products/services are encouraged.

Your Organization's Executive Director, Superintendent, or Top Official must sign the Budget page. Your organization's Contact Person listed on the grant will be responsible throughout the grant year for all questions & requests from the County for photos, funding reports, etc. Projects purchasing or contracting budget items over \$500 should submit at least two (2) quotes/bids with the application. Some application areas may be limited in space. If additional explanation is needed, please attach additional sheets for full explanation.

All applicants are invited to attend a **Pre-Deadline Workshop** on Thursday, April 2, 2020 at 6:30 PM in the Howard Male Conference Room at the County Annex. This is your opportunity to have committee members look over your grant and give suggestions toward fully completed applications. Your grant need not be complete, and this is a great chance to gain valuable input on your application, budget and/or budget narratives.

**If you have any questions, please contact Chairman Tony Suszek at [tonysuszek@gmail.com](mailto:tonysuszek@gmail.com) or via phone at (989) 356-4434.**

## 2021 Alpena County Youth & Recreation Grant Application

Name of your Program/Project:	
<b>-Organization Information-</b>	
Name of Organization:	Amount Requested:
Mailing Address:	
Name of Primary Contact Person:	Primary Contact Person Phone #:
Primary Contact Email:	
Name of Alternate Contact Person:	Alternate Contact Person Phone #:
Alternate Contact Email:	
Name / Title of Executive Director or President:	
Executive Director or President Email:	
Your Organization's Mission Statement:	
Description of service(s) provided by our organization:	
<p>Does your organization file an annual form 990 with the IRS? <span style="float: right;">If yes, please attach most recent.</span></p> <p>Does your organization prepare an annual audit? <span style="float: right;">If yes, please attach most recent.</span></p> <p>If your organization does not file an annual 990 or prepare an audit, Please explain how the organization files with the IRS (attach any Documentation that would be pertinent).</p>	
<b>- Program / Project Information -</b>	
<p>Describe the community need addressed by this program/project.</p>  <p>How did you determine that this need exists? Please cite statistics, if possible.</p>  <p>How will this program/project address this need?</p>	

## 2021 Alpena County Youth & Recreation Grant Application

Who will benefit?

How many citizens of Alpena will be served?

List other agencies that will work with you on this program/project:

Have you applied for other grants? Yes \_\_\_ No \_\_\_

If no, why: \_\_\_\_\_

If yes, where have you applied: \_\_\_\_\_

Anticipated program/project start date\*:

Anticipated program/project end date\*:

*\*Funding for approved program/project is based on the calendar year of Alpena County, January 1 – December 31.*

How many participants did this program/project serve in Alpena County during the last calendar year?  
Calendar year being January 1 – December 31.

(If new, write NEW.)

How many program/project participants do you expect to serve in the next calendar year?  
Calendar year being January 1 – December 31.

As this funding is due to the passing of a millage, if this funding is defeated by the voters in future years, how will you replace the funding in subsequent years?

Is your agency monitored or reviewed by a licensing, accrediting or reviewing agency/organization?  
(Yes or No.)

If Yes, please provide the name of the reviewing agency/organization and date of last review.

## 2021 Program/Project Budget

Name of Program/Project:

Name of Organization:

Support & Revenue	Amount
1. Contributions	
2. Registration Fees	
3. Special Events (Fundraising Income)	
4. Federal and State Grants	
5. Local Grants (non-Youth and Recreation)	
6. Youth & Recreation Millage	
7. Program/project & Material Sales Income	
8. Investment Income	
9. Legacies & Bequests (Unrestricted)	
10. Cash Match (Please indicate source in Budget Narrative)	
11. In-Kind Income (Please indicate source in Budget Narrative)	
12. Other (Please indicate source in Budget Narrative)	
<b>13. TOTAL REVENUE (SUM OF LINES 1-12)</b>	
Expense	Amount
14. Salaries	
15. Employee Benefits	
16. Taxes (Payroll)	
17. Supplies	
18. Professional/Legal Fees	
19. Communications (Phone, fax, cell, etc.)	
20. Postage/Shipping	
21. Occupancy	
22. Rental/Maintenance/Purchase of Equipment (Office)	
23. Printing/Publication	
24. Purchase of Equipment for Program/Project	
25. Travel/Transportation	
26. Membership Dues	
27. Fundraising Expense	
28. Technology Expenses	
29. Other (Please break down in Budget Narrative)	
<b>30. TOTAL EXPENSE (SUM OF LINES 14-29)</b>	

**\*Please note: Lines 13 and 30 should match. Line 6 is the Amount you are requesting from the Youth and Recreation Millage**

The Youth and Recreation Committee may ask for further information, including agency/entity budget. Attach a Budget Narrative that describes support and revenue and expenses for each line item.

This budget completed and certified by:

*I certify that all information in this application is accurate, that I have authority to sign on behalf of this organization, and our organization will attend the MANDATORY meeting on December 03, 2020 if our grant is approved.*

Name/Title – Main Contact:

Signature/Date:

Name/Title – Executive Director/Superintendent:

Signature/Date:

**Disclaimer: Falsification of the information in this application will cause immediate termination of funding and could cause legal action.**