Minger Family Endowment Fund
2019 Grant Guidelines

History
The Minger Family Endowment Fund was created through the incredible generosity of Forest R. Minger, Jr., who, upon his passing, provided significant funds to the Manistee County Community Foundation (MCCF) for the purpose listed below. The MCCF is deeply grateful to Mr. Minger for his generosity and excited about what his gift will mean for the future of recreation in Manistee County.

Purpose
The purpose of the Minger Family Endowment Fund is to improve recreation opportunities and access to recreation within Manistee County through maintaining and expanding existing recreation facilities and acquiring and developing new recreation facilities.

For the purposes of this grant program:
- *Recreation is defined as an activity that has a physical component (such as hiking) and/or an active outdoor, natural resources component (such as fishing).*
- *Facilities are defined as community centers, and other recreation amenities such as parks, trails, tracks, courts and fields for play.*
- *Community centers are defined as indoor facilities that provide recreation and social activities for citizens of Manistee County.*

Current Funding Priorities
The MCCF Board of Directors has established current program funding priorities based on donor intent and a public survey of recreation needs within Manistee County (Manistee County-Wide Park and Recreation Plan, 2016). However, eligible projects are not limited to these funding priorities.

The following funding priorities are listed in order of importance.

1. **Trail Acquisition and Development**
   Trail acquisition and trail development that will lead to connectivity of the trail system within Manistee County and connectivity to adjacent trail systems outside of the county. This includes both non-motorized and motorized trails.

2. **Indoor Active and/or Outdoor Winter Recreation Opportunities**
   Projects that will increase opportunities for indoor active and/or outdoor winter based recreation. These include both outdoor and indoor facilities and amenities such as exercise facilities and community centers.

3. **Water and Fishing Access Sites**
   Creation of new or improved existing water access or fishing access sites that increase connectivity of existing water trails and/or address gaps in access. Examples may include kayak, canoe or boat launches and on-shore fishing opportunities.
Available Funds
The amount of funds available for granting each year is determined by the MCCF Board of Directors in accordance with the founding donor’s intent and the Foundation’s Spending Policy. Up to $380,000 in funding is available during 2019.

Grant Amounts and Project Completion Timeline
- Small Grants: Minimum amount: $500; Maximum amount $5,000
  Projects must be completed within one year of grant award.
- Large Grants: Minimum amount $5,001; Maximum amount $100,000
  Projects must be completed within two years of grant award.

Renewable grants are not offered at this time. Applicants with funding needs that span more than two years, or that exceed the maximum grant award, should contact the MCCF to discuss their project prior to the application deadline.

*Note: Grant funds may NOT be used to pay expenses incurred prior to grant award date.*

Grant Cycle and Application Instructions
The Foundation will announce a competitive grant cycle at least once per year through a Request for Proposals (RFP) process.

The first step in seeking a grant from the MCCF is to submit a completed Grant Inquiry Form, which is available on the MCCF website ([www.manisteefoundation.org](http://www.manisteefoundation.org)). MCCF staff will send notification within two weeks regarding the eligibility of the project.

A link to an application form will be provided if the project is considered eligible for funding.

- Applications for Small Grants ($5,000 or less) are accepted any time during the year and funding decisions will generally be made within 45 days.
- Applications for Large Grants (over $5,000) are due no later than April 15, 2019. Large Grant awards are anticipated to be announced by July 1, 2019.
- If funds remain available, a second application cycle may be opened during 2019.

Number of Applications Allowed
There will be no limit on the number of applications an organization may submit to the MCCF Minger Family Endowment Fund Grant Program. However, organizations may generally receive no more than one Small Grant and one Large Grant per year. In the event that an organization is serving as a fiscal agent for a project, they may be awarded more than one Small Grant and/or Large Grant per year.

Eligible Applicants
- 501(c)3 nonprofit organizations
- School districts
- Units of government, including recognized tribal governments
- Other tax-exempt organizations

Eligibility of Faith-Based and Religious Institutions
MCCF may make grants to faith based organizations or religious institutions for services that address community needs or which enhance the quality of life for all citizens.

Grants must:
- Have a clear public benefit.
• Be fully accessible to persons regardless of their individual religious creed or convictions.
• Respect diversity of religious and spiritual beliefs of all individuals.
• Not directly fund religious programs or services that require adherence to a particular religious belief, doctrine or creed.

Eligible Projects
• Must be located in Manistee County and benefit residents of Manistee County.
• Must be supported by the applicant’s highest governing body as indicated by the submittal of a resolution or letter.
• Must further the purpose of the Minger Family Endowment Fund and focus on one or more of the following areas.

  **Maintenance**—to preserve and improve recreation facilities that demonstrate demand to support continued and expanded use. Maintenance grants are not intended for routine maintenance such as lawn mowing, etc. Projects should be focused on maintenance that is not routine.

  **Development**—to expand, renovate or construct a new recreation facility in order to meet an increase in demand or to address a gap in services. Engineering design costs, if applicable, will generally be limited to 15% of the total project cost. Projects may include physical improvements to support or enhance access by people of all ages and abilities.

  **Acquisition**—to acquire strategic property needed to provide a recreation facility that would not otherwise be possible. Grant request amount (plus match amount) should be adequate to acquire land or rights to land. Actual amount paid by MCCF will be based on an approved value assessment or appraisal.

  **Programming**—to expand or support a new recreation program in order to meet an increase in demand or to address a gap in services. Projects may include programs that maximize participation in a recreation program by providing scholarship support to those with financial need, eliminating transportation barriers or program marketing.

  **Equipment**—to provide equipment needed to maximize participation in a recreation facility or program and to promote safety.

  **Planning/Feasibility**—to support planning and feasibility studies for community centers to ensure demand for services, inform development and plan for sustainability.

Ineligible Projects
• Projects located outside of Manistee County.
• Projects that do not benefit Manistee county residents.
• General operational budgets of Grantee unless specifically related to the recreation project being funded by the grant.
• Construction and/or maintenance of roads, dams, or buildings, (other than for recreation facilities)
• Waterways improvements unless directly related to recreation facilities
• Projects involving contaminated land unless it has been determined to be safe for recreation use.
Project Requirements

- Any facility developed or maintained should be useable by people of all ages, abilities and income, if reasonably possible. Americans with Disabilities Act (ADA) requirements must be met. All required permits must be secured.

- Applicants must have control of any property being developed such as fee simple ownership, a permanent easement or a long term lease. Any exceptions to this requirement should be discussed with, and may be approved by, the MCCF.

- Equipment purchased as a result of the grant shall remain under ownership by the grantee and used exclusively for projects or programs administered by the grantee for the useful life of the equipment. Any exceptions to this requirement should be discussed with, and may be approved by, the MCCF.

- Land acquired as a result of a grant shall remain under ownership by the grantee, or a qualified successor organization, and available for a charitable, recreational purpose in perpetuity. Any exceptions to this requirement should be discussed with, and may be approved by, the MCCF.

- A facility or structure developed as a result of a grant shall remain under ownership by the grantee and available for its proposed recreational purpose for the useful life of the facility or structure. Any exceptions to this requirement should be discussed with, and may be approved by, the MCCF.

Please note this may not be a complete list of project requirements and that requirements may be modified by the MCCF Board of Directors. Grantees that do not fulfill all project requirements may not be considered for future funding from the MCCF.

 Applicant Match Requirement

Applicants must contribute a portion of the total project cost, known as match. A minimum of 10% cash match is required. Additional match is encouraged and may include grants from other sources, donations, and in-kind donations such as the value of donated material or labor. The requested grant amount and total of all match sources should equal the total project cost.

Example:

$100,000 = total project cost
$10,000 = applicant cash match (must be at least 10% of total project cost)
$90,000 = requested grant amount (may not exceed 90% of total project cost)

Note: Applicant match may not be used to pay expenses incurred prior to grant award date. Applicant must verify that all matching funds have been committed to enter into a grant agreement.

Grant Payments

Grantees will be asked to submit a Final Project Budget Form and provide confirmation of all cash match prior to being provided with a grant agreement. Upon receipt of a signed grant agreement, the total grant award amount will be paid to Grantee. Failure to comply with the following requirements may result in the MCCF requesting the return of all or a portion of the grant funds.

Grant Reporting

Small Grants ($500 - $5,000):

All grant funds must be expended within the grant period, which is one year from the date following the end of the grant period or completion of the project, if earlier. A Final Grant Report
and Final Financial Report will be due no later than 30 days following the end of the grant period or completion of the project, if earlier.

**Large Grants (over $5,000):**

All grant funds must be expended within the grant period, which is two years from the date of grant award. An Interim Grant Report will be due every six months until the project is complete. A Final Grant Report and Final Financial Report will be due no later than 30 days following the end of the grant period or completion of the project, if earlier.

Applicants shall also provide information to the MCCF regarding use of the project at the completion of one full year of use.

**Post Project Completion Requirement**

MCCF will conduct a post-project grant inspection.

**Grantee Recognition Requirements**

Grantees shall recognize the Manistee County Community Foundation Minger Family Endowment Fund as a funding source and adhere to the recognition requirements outlined in their grant agreement. In addition, grantees shall recognize the Minger Family in the naming of any new community centers constructed through the use of these funds.

**Grant Guideline Compliance**

Grantees that do not comply with the grant guidelines may not be considered for future funding from the MCCF.

**Funding Decisions**

All grants will be approved by the MCCF Board of Directors. The MCCF Board of Directors may use discretion in awarding grants outside of a grant cycle.

**Questions?**

Contact the MCCF staff at (231) 723-7269 or email grants@manisteefoundation.org.

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**Evaluation of Grant Applications**

MCCF may contact applicants to schedule a site visit as part of the grant investigation process. Grant applications will be evaluated, in part, based on meeting the criteria listed below.

1. **Alignment with current funding priorities**
   The project aligns with one or more current funding priorities outlined in the Grant Guidelines. A clear explanation of the alignment is provided.

2. **Documented need for the project**
   There is a clear need for the project. It is documented by items such as: survey results, requests from the public, complaints, pictures, etc. Any similar recreation opportunities in the area are identified and there is a description of why the project is still needed.

3. **Benefit to community**
   The project will increase access to recreation and physical activity for Manistee County residents and may include other health or economic benefits. There is information provided about how many users are anticipated to benefit from the project and what segment of the population will benefit. If applicable, the applicant has stated when the
facility will be used (year-round or seasonal) and if there will be specific hours that the facility will be open.

4. **Quality of the project**
   There are clear goals set for the project and reasonable metrics. The applicant has explained the process used to determine the project type, scope and design (if applicable) and why the project is compatible with the site location. The applicant explained how potential users will know the site or program exists.

5. **Support for the project**
   General support for the project from the recreating public and/or letters of support from project partners were provided. Documentation from the applicant’s highest governing body indicating they are supportive of the application and project was included.

6. **Feasibility of the project**
   Information was provided about how the applicant would complete the project and how they determined the total project cost (matching funds plus grant request amount). The applicant provided assurance that the project could be completed as proposed.

7. **Ability of the applicant to successfully complete project**
   The applicant demonstrated they could successfully complete the project by providing examples of past grant projects completed by the applicant and/or by identifying who will be completing and overseeing this project. Information is provided that assures the MCCF that the project will be completed successfully including the financial management of the project.

8. **Accessibility of project**
   People of all ages, abilities and income would be able to access and use the recreation opportunity resulting from the project.

9. **Leveraging of other funds/level of match**
   Greater than 10% match is provided and the project is funded by multiple sources, including the applicant.

10. **Collaboration with other entities**
    The applicant is collaborating with other entities related to the project, as applicable, such as shared programming, maintenance, finances, etc. If the collaboration exists, it is clear how it will result in more efficiency and less duplication of recreational assets.

11. **Ability of applicant to sustain/maintain the project**
    The project will be maintained to assure the continued viability and use. If applicable, the anticipated useful life of any equipment, facility or structure is provided along with an explanation of how the applicant will ensure it remains available for its intended use throughout that time.

12. **Plan to assure project will result in increased recreation activity**
    Information is provided about actions the applicant will take to ensure that this project will result in increased physical activity for Manistee County residents.