



COMMUNITIES FIRST FUND

19831 M68 Hwy * PO Box 308 * Onaway MI 49765
 (989) 733-8515 * (800) 423-6634 * Fax (989) 733-8465

Application for Organization

**Incomplete applications will automatically be returned.
 APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE TYPED.**

Organization Information

- Legal Name of Organization _____
- Mailing Address _____

- Telephone _____ Fax _____
- Name/Title of Person Submitting Application _____
- Daytime Phone Number _____ Date of Application _____
- Is your organization an IRS 501(c) Not-For-Profit? Yes ___ No ___ Tax ID # _____
- Have you ever applied for a grant from PIE&G Communities First Fund? Yes ___ No ___
 If yes, date of application _____

Note: An organization can apply once every 6 months. A full 6 months must elapse between grant submissions..

Request for Funds

- Project Name: _____
- Grant must meet Fund guidelines and certain restrictions apply. Please check all that apply to your request.
 Humanitarian Youth Educational Civic Development
- State purpose of request: _____

Breakdown of Expenses:	Grant Request	Total Cost of Project
Operating Expenses (i.e. overhead, wages, utilities, professional fees, etc.)	<u>Not Acceptable</u>	_____
Capital Expenses (i.e. equipment, materials)	_____	_____
Total Costs	\$ _____	\$ _____

- List individually other funding sources for this request. Include amounts and whether received, committed, or projected/pending:
 Source #1 _____ Amount _____ Pending Received
 Source #2 _____ Amount _____ Pending Received
 Source #3 _____ Amount _____ Pending Received

Attachments

The following **MUST** accompany this application:

- Summary of Project Description-includes goals & objectives, cost estimates, etc. (1 page maximum)
- Financial Reports (i.e. audited financial report, balance sheet, annual report or bank statement)
- List of current funding sources
- IRS 501(c) documentation, if available
- List of Board of Directors and/or Officers if applicable

Optional Information:

- Up to three (3) letters of recommendation from business associations (must be familiar with but not affiliated with the organization). *These letters must be typed and signed—1 page maximum.*

The information contained in this statement is for the purpose of obtaining funding from the PIE&G Communities First Fund on behalf of the undersigned. The undersigned understands that the information provided herein is used to consider the request for funding, that the information provided is true and complete, and that the PIE&G Communities First Fund may consider this statement as continuing to be true and correct until a written notice of a change is provided. The PIE&G Communities First Fund is authorized to make all inquiries they deem necessary to evaluate the application made herein.

PIE&G Communities First Fund takes the necessary steps to protect the information submitted, but cannot guarantee complete confidentiality. All information submitted is maintained for inspection by auditors and is not returned to the organization.

Name of Organization

Representative Signature

Board Officer Signature (if applicable)

Date

Mail original (8 1/2 x 11 paper, one sided) application and related documents to:

**PIE&G Communities First Fund
PO Box 308
Onaway MI 49765**

**Please direct any questions to
(989) 733-8515 OR
(800) 423-6634
Extension 813**

Fund Restrictions

The Fund does not make grants for:

- Administrative or general operating expenses, i.e. overhead, wages, utility expenses, etc.
- Organizations strictly serving outside the 9 county service territory of PIE&G (Alcona, Alpena, Cheboygan, Emmet, Mackinac, Montmorency, Otsego, Oscoda, and Presque Isle).
- Religious activities or programs serving specific religious groups or denominations. However, faith-based organizations may submit inquiries if the project falls within our guidelines and serves a broad segment of the population.
- Individuals, except for scholarships, cultural or educational purposes.
- Fundraising or political campaigns.
- Expenditures already incurred.
- For Profit organizations are excluded.
- Endowment funding.