

**Annual Responsive Grant Application Template**

**KZCF grants must be completed online in one session,** you will not be able to save and return to the Online Grant Application. There is no application portal and no need to create an account.Please note that a session will time out after 12 hours.

This document is intended to provide potential applicants with a list of the questions and fields in the application. **Please note that the online application uses conditional logic, so you will only see some of the questions on this list and they may be in a slightly different order.**

We recommend that you first enter the information into a document you can save on your computer, then copy and paste into the online form when you are ready to submit.

We will focus our attention on the information you provide, we do not require perfect grammar and punctuation. **In the online application, please enter numbers only in number or dollar amount fields; text or symbols will cause an error.**

You will receive a copy of your grant request in a confirmation email shortly after it has been submitted. If you do not receive a confirmation email within 30 minutes, please reach out to ci@kzcf.org.

**We strongly encourage grant seekers to review the** [**Grant Guide**](https://kzcf.org/wp-content/uploads/2025/03/KZCF_GrantMakingGuide_Final.pdf) **prior to submitting a request.**

**Application Questions & Fields**

**Eligibility Questions**

* Will your proposal benefit Kalamazoo County Residents? Yes/No
* Type of Organization – select None of the Above if using a fiscal sponsor
* Do you have a fiscal sponsor? Yes/No
* Questions for Fiscal Sponsorship Only:
	+ If Yes, you have a fiscal sponsor, we will be required to upload an **active fiscal sponsor agreement** (you can find details on fiscal sponsorships in our [**Grant Guide**](https://d11tuvfqp8ate2.cloudfront.net/documents/KZCF_GrantMakingGuide_Final_2025.pdf) and a [sample fiscal sponsor agreement here](https://acrobat.adobe.com/id/urn%3Aaaid%3Asc%3AVA6C2%3Abc53e3cf-4c91-44fa-88db-33d228321972)).
* Please select the type of grant you would like to apply for. Review our grant guide for more information about which grant type is best for your request.
* Annual Responsive Grant

***Note: if you are submitting your request under a fiscal sponsorship, you will be asked to answer the next section about the Fiscal Sponsor Organization.***

**Fiscal Sponsor Organization Information**

* Fiscal Sponsor Organization Name, Address, City, State, Zip Code
* Fiscal Sponsor Executive Director Name, Email Address, and Phone number
* What year was your organization founded?
* What is your organization's mission statement?
* What is your organization's annual operating budget?
* Upload current year organizational budget (pdf, word, excel files)
	+ Please use this [Budget Template](https://docs.google.com/spreadsheets/d/1smMmSKgo-hIz4LLPQ4s_tuM4PNu0Yppn/copy?gid=633610581#gid=633610581) as a guide
* Does your organization receive state or federal government funding? If yes, what percent of your operating budget was state or federal funding last year?
* If your organization has completed a financial audit in the last 2 years, were there any findings? Yes/No/We did not complete an audit in last 2 years.
	+ If yes, please provide us with a summary of the findings and any changes that have been made related to the findings.
* How are your organization's financials currently managed? i.e. If internal staff manage finances, identify their titles. Or if an external partner (such as an accounting firm or contracted bookkeeper) manages them, provide a high-level summary of who and their key role.
* Has your organization had any significant leadership changes in the last year? Yes/No
	+ If yes, please provide us with details about the change.
* Is your board of directors in good standing:
	+ Does it have more than 3 members, a majority of which are not related to the Executive Director/CEO? Yes/No
	+ Does it have board approved bylaws governing its function? Yes/No
	+ Does your board regularly review and approve organizational financials? Yes/No
	+ Are the members of your Board of Directors publicly available on your website or Candid Profile? Yes/No
		- If you answered no to any of these questions, please detail any plans to get the board in good standing.

***Note: if you are submitting your request under a fiscal sponsorship, the rest of the application should be answered about the Fiscally Sponsored Project.***

**Organization Information**

* Organization Name, Address, City, State, Zip Code
* Executive Director Name, Email Address, and Phone number
* If the Primary Grant Contact is different than the Executive Director: Name, Title, Email, Phone
* What year was your organization founded?
* What is your organization's mission statement?
* What is your organization's annual operating budget?
* Upload current year organizational budget (pdf, word, excel files)
	+ Please use this [Budget Template](https://docs.google.com/spreadsheets/d/1smMmSKgo-hIz4LLPQ4s_tuM4PNu0Yppn/copy?gid=633610581#gid=633610581) as a guide
* Does your organization receive state or federal government funding? If yes, what percent of your operating budget was state or federal funding last year?
* If your organization has completed a financial audit in the last 2 years, were there any findings? Yes/No/We did not complete an audit in last 2 years.
	+ If yes, please provide us with a summary of the findings and any changes that have been made related to the findings.
* How are your organization's financials currently managed? i.e. If internal staff manage finances, identify their titles. Or if an external partner (such as an accounting firm or contracted bookkeeper) manages them, provide a high-level summary of who and their key role.
* Has your organization had any significant leadership changes in the last year? Yes or No
	+ If yes, please provide us with details about the change.

**Demographics**

Maintaining a diverse staff and leadership is one possible racial equity strategy an agency may utilize to help ensure that a variety of perspectives inform their work. Please tell us about the demographics of your staff and leadership.

* What is the total number of Leadership Staff in your organization?
* Have you collected racial/ethnicity demographics of your leadership and staff in the last 18 months? Yes or No
* If yes, please indicate the number of your Leadership Staff by race/ethnicity. **In the online application, please enter numbers only; any text or symbols will cause an error.**

Leadership Staff by race/ethnicity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Total |  | Total |  | Total |
| Asian, Asian American |  | Black, African American, African |  | Latina, Latino, Latinx, or Hispanic |  |
| Middle Eastern, North African |  | Native American, American Indian, Alaska Native, Indigenous |  | Native Hawaiian, Pacific Islander |  |
| White, European |  | Multi-Racial/Multi-Ethnic (2+ races/ethnicities) |  | Did not disclose |  |
| Unknown - data not collected |  |  |  |  |  |

* What is the total number of remaining Staff (non-leadership) in your organization?
* Please indicate the number of your Non-Leadership Staff by race/ethnicity. **In the online application, please enter numbers only; any text or symbols will cause an error.**

Non-Leadership Staff by race/ethnicity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Total |  | Total |  | Total |
| Asian, Asian American |  | Black, African American, African |  | Latina, Latino, Latinx, or Hispanic |  |
| Middle Eastern, North African |  | Native American, American Indian, Alaska Native, Indigenous |  | Native Hawaiian, Pacific Islander |  |
| White, European |  | Multi-Racial/Multi-Ethnic (2+ races/ethnicities) |  | Did not disclose |  |
| Unknown - data not collected |  |  |  |  |  |

* Are there any other characteristics of your Leadership (including Board, if applicable), Staff, and/or Volunteers that informs your work? If so, please share here.
* What is the total number of participants supported by your programs? Please indicate the number of your participants supported, in the last year, by race/ethnicity (if a new program or organization, or if you have not previously collected this data, please make a projection of the demographics of who you intend to support over the next year). **In the online application, please enter numbers only; any text or symbols will cause an error.**

Participants by race/ethnicity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Total |  | Total |  | Total |
| Asian, Asian American |  | Black, African American, African |  | Latina, Latino, Latinx, or Hispanic |  |
| Middle Eastern, North African |  | Native American, American Indian, Alaska Native, Indigenous |  | Native Hawaiian, Pacific Islander |  |
| White, European |  | Multi-Racial/Multi-Ethnic (2+ races/ethnicities) |  | Did not disclose |  |
| Unknown - data not collected |  |  |  |  |  |

* What percentage of seniors (over the age 55) do you support? **In the online application, please enter numbers only; any text or symbols will cause an error.**
* How do you collect participant location data?
	+ city/township/village
	+ zip code
	+ school district
	+ we do not currently collect clientele data (please tell us more about why not in the comment box)
* In your most recent program year, what number of your participants lived in the following areas. ***In the online application, only the location breakdown you select above will be shown.* *Please enter numbers only; any text or symbols will cause an error.***

city/township/village:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total |  | Total |  | Total |  | Total |
| Alamo Township |  | City of Kalamazoo |  | Comstock Township |  | Pavilion Township |  |
| Schoolcraft Township |  | Village of Richland |  | Brady Township |  | City of Parchment |  |
| Cooper Township |  | Prairie Ronde Township |  | Texas Township |  | Village of Schoolcraft |  |
| Charleston Township |  | City of Portage |  | Kalamazoo Township |  | Richland Township |  |
| Village of Augusta |  | Village of Vicksburg |  | City of Galesburg |  | Climax Township |  |
| Oshtemo Township |  | Ross Township |  | Village of Climax |  | Wakeshma Township |  |

OR

zip code

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total |  | Total |  | Total |  | Total |  | Total |
| 49001 |  | 49007 |  | 49034 |  | 49066 |  | 49081 |  |
| 49002 |  | 49008 |  | 49037 |  | 49071 |  | 49083 |  |
| 49003 |  | 49009 |  | 49048 |  | 49072 |  | 49087 |  |
| 49004 |  | 49012 |  | 49052 |  | 49074 |  | 49088 |  |
| 49005 |  | 49015 |  | 49053 |  | 49078 |  | 49097 |  |
| 49006 |  | 49024 |  | 49060 |  | 49080 |  |  |  |

OR

school district

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Total |  | Total |  | Total |
| Climax-Scotts Community Schools |  | Comstock Public Schools |  | Galesburg-Augusta Community Schools |  |
| Gull Lake Community Schools |  | Kalamazoo Public Schools |  | Parchment School District |  |
| Portage Public Schools |  | Schoolcraft Community Schools |  |  |  |
| Vicksburg Community Schools |  |  |  |  |  |

**Grant Information**

* Please indicate the annual dollar amount you are requesting. **In the online application, please enter numbers only; any text or symbols will cause an error.**

**KZCF Priorities**

We believe that Kalamazoo County thrives **WHEN**:

**Wealth** is attainable; people have the resources to meet their needs and invest in their future

**Housing** is affordable, safe and available

**Education** is accessible and learners are supported

**Neighborhoods** are vibrant; health, safety and social connections are nurtured

*For more information, please review our* [***Grant Guide***](https://kzcf.org/wp-content/uploads/2025/03/KZCF_GrantMakingGuide_Final.pdf)

* Please select the WHEN priority that is most aligned with your work. We understand that your work may align with several, please select the most aligned.
* Provide an outline of your proposed work. (Include information about who you support, what supports you offer, when, how often, where etc.). (suggested word count of 400)
* What's informing you that this is a need in the community (e.g., specific data, engagement in community, etc.)? (suggested word count of 250)
* Please describe your most significant collaborations and partnerships. Tell us why these collaborations are important to your outcomes. (suggested word count of 250)

***Definition: Racial equity strategies*** *are concrete strategies that prioritize the needs, voices, and strengths of individuals and communities most impacted by systemic racism. This definition is expanded to include the intersectionality of multiple oppressed identities such as LGBTQ+, disabled, and/or immigrant and refugee individuals and communities. These strategies can be reflected in program design, outreach, implementation, evaluation, organizational values, strategic plan, and leadership. Examples of these strategies could be targeted outreach, curriculum adaptations, language adaptations, etc.*

* What racial equity strategies does your organization use to ensure services are accessible and relevant to Black, Indigenous and other People of Color, including folks with multiple oppressed identities, in our community? (suggested word count of 250)

**Outcomes**

**Please share one or more proposed outcome data points that will be evaluated annually.** You will complete the information reflected in the table below for each point.

**We have provided a list of example outcomes and outputs at the end of this document. You may use outcomes from the list or data points your organization chooses.**

**Outcome:** Long term effects that may not be directly observed and are challenging to measure

**Output:** Tangible or direct results that are straightforward to measure in both quantity and quality

**In the online application, please enter numbers only; any text or symbols will cause an error.**

|  |  |  |  |
| --- | --- | --- | --- |
| WHEN Priority(most aligned) | Outcome | Output | Projected Number Served |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* What tools or processes do you use to collect data or measure impact? (suggested word count of 250)
* Does any of your work align with the following Field of Interest Funds? (Select all that apply)
* **LGBTQ Equality Fund** The purpose of this fund is to support the LGBTQ+ community, prioritizing Black, Indigenous, and People of Color community members who identify as LGBTQ+. Through advocating for human rights and equality, promoting social justice and unity, and celebrating social and cultural contributions, this fund looks to strengthen organizations that serve the LGBTQ+ community's physical health, social or emotional needs.
* **Love Where You Live Environmental Justice Fund** This fund exists to ensure the fair treatment and meaningful involvement of people in environmental health and sustainability issues. This fund supports community-driven projects and activities that advance environmental justice in Kalamazoo County, including programs and efforts related to climate equity, food systems, waste and lead.
* **Youth Advisory Council Fund** This fund was designed to empower youth led grantmaking focused on issues deemed most important by a committee of youth.
* **Drug Treatment Court Fund** This fund was established to supplement operations of the Kalamazoo County drug treatment court, professional development training of related community partners, and programs that support clients enrolled in Kalamazoo County Problem Solving Courts.
* **Animal Field-of-Interest Funds** These funds were established to address the protection, humane care and treatment of animals, training for therapy companions for individuals with disabilities, to provide food for companion pets of seniors, temporary housing and shelter for companion pets of residents in domestic assault shelter programs, spay/neuter sterilization and veterinarian costs associated with direct care of dogs and cats.

**Outcome & Output Examples**

As part of the annual responsive grant application, organizations will be asked to identify a few meaningful data points that reflect the impact of their proposed work and project the number they hope to achieve. Applicants can choose to write in any of the examples below that are relevant and/or they can provide their own outcome and outputs in the Outcomes section of the application.

**Output examples marked with a double asterisk (\*\*) are examples for nonprofit capacity building agencies.**

| **Priority** | **Outcome** | **Output** |
| --- | --- | --- |
| **Wealth** | **Increased job attainment accessibility** | **Number of individuals enrolled in job training** |
| **Number of individuals who obtained job related certification** |
| **Number of individuals assisted with job search activities** |
| **Number of individuals who obtained a job opportunity** |
| **Number of individuals who maintained their new job beyond 6 months** |
| **Increased access to financial services** | **Number of individuals receiving financial coaching** |
| **Number successfully completing the program with new understanding and skills** |
| **Number of individuals or families receiving financial assistance** |
| **Total dollar amount distributed** |
| **Number of individuals provided credit improvement services**  |
| **Number of individuals who demonstrated improvement in credit score** |
| **Number of individuals provided with debt reduction services** |
| **Number of individuals who decreased the dollar amount of their debt** |
| **\*\*Number of organizations supported with fiscal sponsorship** |
| **\*\*Number of organizations supported with financial planning** |
| **Increased entrepreneurial support** | **Number of businesses supported with coaching/other services**  |
| **Number of businesses demonstrating increased revenue** |
| **Increased workplace safety and satisfaction** | **\*\*Number of organizations supported by equity-based HR policy development** |
| **Housing** | **Increased support for the unhoused** | **Number of unhoused individuals receiving support (food, clothing, tents, etc.)** |
| **Total dollar amount of distributed goods** |
| **Number of individuals or families being sheltered (day/overnight, warming/cooling)**  |
| **Increased financial support for housing** | **Number of individuals or families seeking affordable housing** |
| **Number of individuals receiving subsidized rent** |
| **Number of individuals being coached in preparation for home ownership** |
| **Number of individuals who obtained a new mortgage** |
| **Number of households seeking rental or mortgage assistance**  |
| **Number of individuals assisted with financial assistance** |
| **Total dollar amount distributed (mortgage and rent separately)** |
| **Number of households receiving free or subsidized critical home repairs** |
| **Total dollar amount of repair services** |
| **Increase affordable housing availability and accessibility** | **Number of units being built or rehabilitated** |
| **Number of units completed and filled in the year** |
| **\*\*Number of organizations provided technical assistance to contribute to county wide housing database** |
| **Education** | **Increased educational support and opportunities** | **Number of students being tutored** |
| **Length of time in the tutoring program** |
| **Number of students who attained stated academic goals, completed classes, or moved to next grade** |
| **Number of participants that were able to demonstrate newly learned skills** |
| **Number of students successfully participating in an SEL program** |
| **Number of students enrolled in arts/music instruction/programming** |
| **Percent of students demonstrating increased skill and increased self confidence** |
| **Increased support for graduation and diploma/certificate attainment** | **Number of students enrolled in a GED program** |
| **Number of individuals obtaining their GED** |
| **Number of students provided with graduation supports** |
| **Number of students graduating on time** |
| **Expanded learning opportunities** | **\*\*Number of organizations supported by professional development or quality improvement training or classes** |
| **\*\*Number of organizations supported with leadership development trainings**  |
| **Neighborhood** | **Increased navigation support for healthcare** | **Number of individuals receiving navigation services** |
| **Number of individuals who successfully followed through with referrals** |
| **Number of individuals seeking medical or dental care** |
| **Number of individuals receiving free or subsidized medical or dental care** |
| **Number of individuals seeking mental health services** |
| **Number of individuals receiving free or subsidized mental health services** |
| **Number of participants achieving sobriety** |
| **Number of participants maintaining sobriety by length of time** |
| **Increased childcare affordability and accessibility** | **Number of families seeking preschool or day care for their children** |
| **Number of children receiving free or subsidized preschool or day care** |
| **Increased basic needs support** | **Number of families seeking food support** |
| **Number of families receiving food over a time frame or at event** |
| **Total amount of food distributed in pounds** |
| **Total amount of food distributed in dollars** |
| **Number of individuals or families seeking emergency support for basic needs** |
| **Number of individuals receiving other basic need items** |
| **Total dollar amount distributed** |
| **Number of individuals seeking assistance with technology costs** |
| **Number of free or discounted cell phones or other technology provided** |
| **Increased legal support and civic engagement** | **Number of individuals seeking critical records** |
| **Number provided with requested records for free** |
| **Number of individuals provided civic engagement education/voting information** |
| **Number of individuals who register to vote or indicate increased likelihood of voting** |
| **Number of free legal clinics provided** |
| **Number of individuals attending free legal clinics** |
| **number of individuals receiving free legal counsel** |
| **Number of satisfaction surveys distributed** |
| **Number of staff and/or clientele responding positively to satisfaction assessments** |
| **Number of participants supported after incarceration** |
| **Number of participants who demonstrated decrease in legal involvement (recidivism)** |
| **Increase Community Connectedness** | **Number of participants involved in community art projects** |
| **Percent of participants who stated they increased their community engagement and felt a greater sense of belonging** |
| **Number of individuals attending art exhibits; theatre productions** |
| **Number of individuals reporting a sense of representation within art exhibits; theatre productions** |
| **Number of participants engaged in ongoing cultural programming** |
| **Number of participants that indicate greater understanding of community and culture** |
| **Number of individuals supported by services working to promote a sense of safety in their neighborhood** |
| **Number of individuals reporting an increased sense of safety in their neighborhood** |
| **Number of individuals supported by services working to promote education about self-advocacy** |
| **Number of individuals reporting an increase in knowledge of how to best self-advocate within systems** |
| **\*\*Number of organizations supported by anti-racism trainings** |
| **\*\*Number of organizations participating in community building, networking, and organizing events** |