![Ruth Mott Foundation — Applewood logo]

Grant Application Guidelines

The Ruth Mott Foundation is a private foundation based in Flint, Michigan. We believe in community vitality, which emerges from safe and vibrant neighborhoods that are home to healthy, financially secure families and children. To achieve this in our community, we are focusing our efforts on north Flint, the area where we believe our efforts can make the biggest difference. This approach, called place-based philanthropy, has demonstrated that concentrating on a defined area with significant challenges can result in increased impact.

We define north Flint as the city limits on the west, north and east, and Flushing Rd./5th Ave./Longway Blvd. to the south. Please note that we consider unsolicited proposals _**only for projects that serve north Flint residents.**_

If you would like to apply for a grant, please read through this information and talk with one of our program team members, who can help you determine if your grant request is likely to be a good match with our funding priorities.

Mission, Vision, Values and Goal

All work of the Ruth Mott Foundation, including grants, will reflect the following:

Mission

To advocate, stimulate, and support community vitality.

Vision

We envision communities of hope and pride, whose neighborhood environments and urban core are safe, attractive and healthy, enriched by cultural diversity and an engaged citizenry.

Values

Ruth Mott's values and conduct inspire us to be welcoming, inclusive and egalitarian, treat everyone with respect and dignity, act with kindness and good humor, promote civic hope and pride, encourage personal responsibility, practice prevention, and maintain the "long view."

Goal

Residents of north Flint neighborhoods create and sustain opportunities to contribute and thrive.
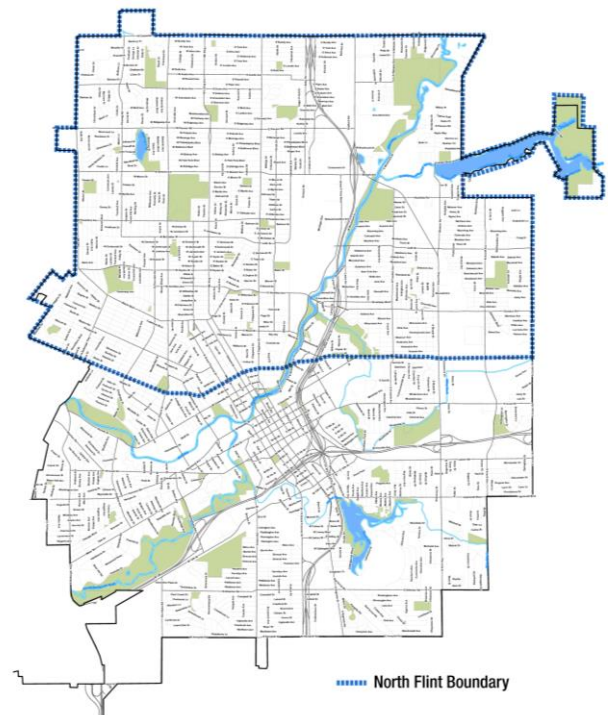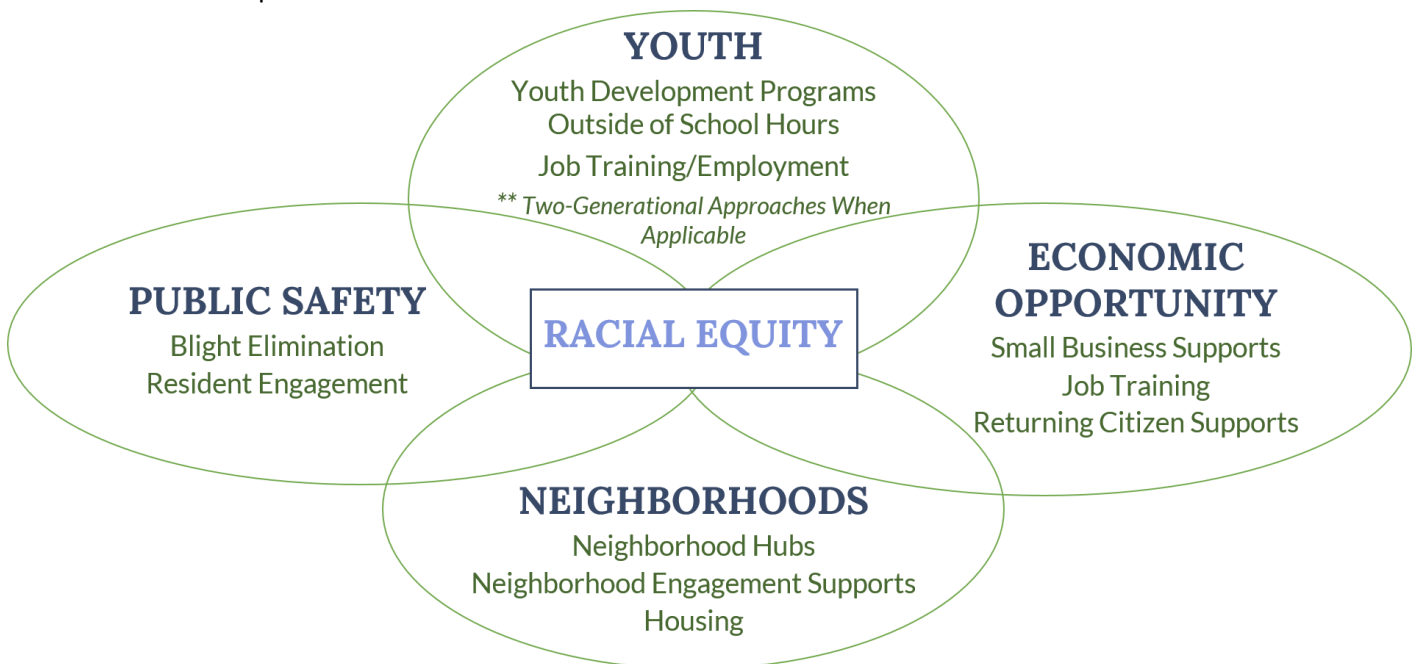
Our Strategies

As we deploy the Foundation's resources to achieve impact, we are committed to the following strategies:

- Finding and fostering place-based interventions, including social innovation, and coordinating and leveraging the resources of other organizations. We expect grantees will draw on their first-hand knowledge of Flint and promising practices from the field as they do their work and help us leverage resources to support opportunities in north Flint.

- Shaping partnerships in service of the goals of north Flint residents and in consideration of the Flint Master Plan. A critical element of our strategy is to involve the residents of north Flint in shaping the solutions we support – by listening to them, connecting with them, and integrating their ideas into our activities. We want to work with grantees who share this commitment.

- Drawing on Applewood in the normal course of working in the community, along with grantmaking and other Foundation strategies. Applewood is rooted in the Mott legacy of philanthropy and civic participation, and embodies the family's commitment to Flint. We are open to grantees' ideas about how Applewood and its staff expertise can be of help to community projects.

- Aligning operations, policies and resources, investing wisely, and measuring and supporting the advancement of the Strategic Plan. We are committed to tracking our progress and making adjustments as needed to make a measurable difference in north Flint. As such, grant-funded programs and organizations will be expected to measure their efforts and report on their results.

Grantmaking Priorities

The Ruth Mott Foundation will focus our grantmaking on key areas identified by the north Flint community. We held a series of community forums that engaged hundreds of north Flint residents to help us understand their priorities. Going forward, any grants must address **youth, public safety, economic opportunity, or neighborhoods**—and specifically at least one of the themes within them that residents identified as most important.

YOUTH
Youth Development Programs
Outside of School Hours
Job Training/Employment
** Two-Generational Approaches When Applicable

ECONOMIC OPPORTUNITY
Small Business Supports
Job Training
Returning Citizen Supports

PUBLIC SAFETY
Blight Elimination
Resident Engagement

RACIAL EQUITY

NEIGHBORHOODS
Neighborhood Hubs
Neighborhood Engagement Supports
Housing

We are committed to improving outcomes related to these priorities. We see a need within these areas to close racial disparities, which is critically important to our community. We also highly value community engagement and successful applicants will demonstrate how they are doing projects "with" rather than "to" the north Flint community.

Geographic Fit and Effectiveness

To be a strong candidate for funding, a proposal must demonstrate both geographic fit (that is, serving residents of north Flint) and effectiveness. Effectiveness refers to the ability of the organization to carry out its proposed work as well as the success of the project/organization in contributing to positive outcomes identified as priorities by north Flint residents. Having appropriate evaluation measures in place is important to demonstrate effectiveness. Please see our Theories of Change and Program-Level Indicators, which list the outcomes and indicators for each priority area. Proposals must address one or more of these outcomes, identify the program-level indicators from the list that are aligned with your work, and explain how you will collect data for the selected indicators.

Grantmaking Tools

In addition to considering requests for one-year and project-specific grants, we will strive to maximize grantee capacity through general operating support and capacity building grants, multiyear grants that provide grantees the opportunity to plan ahead, and capital grants when such tools seem appropriate and show promise for improving impact. When warranted, we will also employ matching or challenge grants as tools. Critical to our success will be opportunities for collective impact to leverage resources and bring greater community focus to an issue.

Eligible Applicants

Grants are awarded to non-profit 501(c)3 organizations and to other qualifying tax-exempt institutions such as schools, units of government, hospitals, and religious institutions. We do not make grants to individuals. If your organization does not have 501(c)3 status but wishes to propose a project, talk to one of our program team members to learn about your options.

Preparing a Grant Application

Several weeks before each grant application deadline, we hold information sessions where staff members provide updates on the Foundation's strategic plan and review the grant proposal process. There is also a time for attendees to ask questions during the session and staff are available following the session to meet. Please check our Events Calendar for dates and a registration link.

If you believe your project is a good fit with the Foundation's funding priorities and values, and you would like to apply for a grant, please start by talking with one of the program team members listed below.

Erin Franzen: efranzen@ruthmott.org
Elizabeth Jordan: ejordan@ruthmott.org
Raquel R. Robinson: rrobinson@ruthmott.org

What to include in your grant proposal

The Ruth Mott Foundation uses an online portal to accept grant applications. Please email or call a program officer to request a link and login credentials to access the portal. Below is a checklist of information that is required for all proposals.

Proposal Checklist:

Returning applicants who previously used the online portal will be able to verify information already on file. To be complete, your proposal must include all of the following:

- ☐ Organization mission and history*
- ☐ Brief listing of key programs*
- ☐ Strategic plan (if applicable)*
- ☐ Current board member and staff lists*
- ☐ Current racial and gender composition of board and managerial/non-managerial staff*
- ☐ Contact information
- ☐ Project budget (for project grants only—see the Total Project Budget template or use your own format)
- ☐ Responses to narrative questions (please note word limits)
    - o *(500 words)* Please describe your project and how the project benefits north Flint residents.
    - o Please provide the number of participants to be served (if applicable). How many participants are north Flint residents?
    - o *(250 words)* How does this project address one or more of the Ruth Mott Foundation's adopted north Flint priorities (youth, safety, economic opportunity, and neighborhoods)? How does it address one or more of the subcategories of these priorities as noted in the graphic above in the Grantmaking Priorities section?
    - o *(250 words)* Please describe how the COVID-19 health crisis and resulting economic downturn has impacted or changed your organization and/or proposed project? How do you think this might impact your work moving forward?
    - o *(250 words)* What outcomes from the Ruth Mott Foundation Theories of Change will this project address and how will they be measured? What program-level indicators are aligned with the project and how will the indicator data be collected?
    - o (*500 words*) **Renewal applicants:** Please describe the following results completed during your most recent grant period: Number of participants served (include breakdown by ZIP code and program type, if applicable); Outcomes achieved (including programmatic and organizational outcomes); Key lessons learned?
    - o *(500 words)* **New applicants**: Please describe the following results completed during the last 12 months: Number of participants to be served (include breakdown by ZIP code and program type, if applicable); Outcomes achieved (including programmatic and organizational outcomes); Key lessons learned?
    - o (*250 words*) What is the track record of the organization in terms of being able to deliver on the proposed work?
    - o *(250 words)* How has the organization engaged the north Flint community, including participants, in shaping this project? What local knowledge, promising practices, and innovative ideas does it draw on? Identify and describe the role of any partner organizations supporting the work identified in this proposal.
    - o *(250 words)* If applicable, how does this project align with the Flint Master Plan?
    - o *(250 words)* The Ruth Mott Foundation has made an explicit commitment to racial equity (meaning achieving equally good outcomes across racial groups). Please discuss how the proposed work advances racial equity.

- o *(250 words)* The Ruth Mott Foundation cannot be the sole funder for a project. How does this project leverage other resources to benefit north Flint? How will this project be sustained beyond the requested grant?
- o *(250 words)* Will you be requesting support from Applewood-based staff for this project? If so, how do you picture Applewood's role in your project? If you have already had conversations with Applewood-based staff, please provide the name of your contact(s) and a brief summary of your prior interactions. (Write N/A if not applicable).
- ☐ Audited financials for the most recent three years – OR– the Financial Reporting Form (use the attached form) if you do not have audits.*
- ☐ IRS 990 Forms for the most recent three years (or note if not applicable).*
- ☐ Your organization's board-approved annual budget for the year of the proposed grant.*
- ☐ Logic model (see the attached sample format or use your own logic model).
- ☐ Evaluation plan (see the attached sample format or use your own format).

*If you are a fiscal sponsor collaborating with a sponsored organization, we will need these documents for both organizations (if applicable).

If we require you to have a fiscal sponsor, you will also need to provide the following:

- ☐ A copy of the Ruth Mott Foundation Fiscal Sponsorship Agreement (use our template) signed by the fiscal sponsor's executive director and board chair
- ☐ A signed copy of a Memorandum of Understanding outlining the relationship and mutual agreements between the fiscal sponsor and the project

Please use this proposal checklist to make sure you have the information needed to complete your application.

How to submit your proposal

Please use our online portal. Staff are committed to assisting applicants with this process and will provide you with a link and login credentials. Please email a program officer or call (810) 233-0170 to get login information or for further assistance.

Current submission dates and funding cycles are available at www.ruthmottfoundation.org. Proposals must be submitted by 5 p.m. Eastern Time on the proposal due date for consideration.

We will notify you when we receive your proposal. A program officer will stay in touch with you as your proposal advances through the assessment process and may contact you with additional questions.

Funding Cycles

The Ruth Mott Foundation accepts grant proposals throughout the year. Final approval of grants rests with the Foundation's Board of Trustees, who generally meet three times a year.

Contact Us

Main Office Phone: (810) 233-0170

Website: www.ruthmottfoundation.org

Financial Reporting Form

(Use this only if your organization does not have audited financial statements.)

I. Revenues:

A. Grants (Please Itemize)	2020	2019	2018
Ruth Mott Foundation	$ -	$ -	$ -
CS Mott Foundation	$ -	$ -	$ -
United Way	$ -	$ -	$ -
Community Foundation	$ -	$ -	$ -
All Other Non-Government Grants	$ -	$ -	$ -
B. Contributions/Donations	$ -	$ -	$ -
C. In-Kind Support	$ -	$ -	$ -
D. Government Grants/Contracts	$ -	$ -	$ -
E. Other Contracts	$ -	$ -	$ -
F. Special Events/Fundraisers	$ -	$ -	$ -
G. Program Fees	$ -	$ -	$ -
H. Membership Fees	$ -	$ -	$ -
I. Investment Income	$ -	$ -	$ -
J. Other (Explain):	$ -	$ -	$ -
Total	$ -	$ -	$ -

II. Expenses:

	2020	2019	2018
A. Administrative Expense	$ -	$ -	$ -
B. Program Expense	$ -	$ -	$ -
C. Fundraising Expense	$ -	$ -	$ -
D. Other Expense	$ -	$ -	$ -
Total	$ -	$ -	$ -

III. Financial Position: (At End of Fiscal Year)

	2020	2019	2018
A. Cash and Cash Equivalents	$ -	$ -	$ -
C. Other Current Assets	$ -	$ -	$ -
D. Other Assets	$ -	$ -	$ -
E. Total Assets	$ -	$ -	$ -
F. Total Current Liabilities	$ -	$ -	$ -
G. Other Liabilities	$ -	$ -	$ -
H. Total Liabilities	$ -	$ -	$ -
I. Net Assets	$ -	$ -	$ -

Prepared by:_____Title: _____Date:_____

In my opinion, the financial information provided in this document presents fairly in all material respects the financial position of this organization.

Board Printed Name: _____

Board Signature: _____ Name of Organization: _____

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Sample Logic Model

ABC Youth Employment Project

Problem Statement: ABC Neighborhood in north Flint has had a 10 percent increase in blighted homes from last year and a five percent increase in violent crimes. Additionally, in the past three years, the unemployment rate in the neighborhood has gone up and three percent less youth are graduating from high school.

Goal: Increase the number of neighborhood youth who get passing grades and have employment skills while reducing the number of blighted areas in ABC Neighborhood.

Resources	Activities	Outputs	Outcomes
• Partnerships • Funding • Youth • Mentors • Blighted properties • Equipment & Materials • Employment Skills Curriculum • Crime, Graduation, & Post-Secondary Data Access • Assessment of Employability Skills • Domain of Self-Perception for Adolescents Survey • School Report Cards for Youth • Neighborhood Property Audit	• Obtain funding for youth stipends, staff salaries, and all program implementation. • Develop partnerships and agreements with other organizations currently working to maintain blighted properties. • Recruit neighborhood youth and adult mentors for program. • Provide mentor training to mentors prior to program implementation. • Provide employment skills training and paid employment opportunities to youth. • Engage youth and mentors in neighborhood clean-ups and community events. • Develop tracking methodology for youth data.	• 100% funding obtained. • 20 mentors and 20 youth commit to one year of work with neighborhood association. • ABC Neighborhood Association has signed working agreements with all organizations currently working to maintain blighted properties in ABC Neighborhood. • 95% of youth attend all employment skills trainings and work days. • 95% of mentors attend all mentor trainings. • Board and maintain 40 blighted properties in ABC neighborhood.	• Youth have improved job competence (as measured by self-perception for adolescents survey and employability skills survey). • Neighborhood has maintained properties and lots (as measured by the percentage of maintained lots).

Problem Statement:	Identifies the problem to be solved.
Goal:	What you want to accomplish; it is the solution to your problem statement.
Resources:	The people, money, materials, space, etc. needed to do the work.
Activities:	The major services you will provide or things you will do.
Outputs:	These follow directly from your activities and can be measured or verified.
Outcomes:	The change that results from your work in the short and/or long term (selected from RMF Program-Level Indicators).

Sample Evaluation Plan

ABC Youth Employment Project

Output or Outcome* *Identify output or outcome (from RMF Program-Level Indicators)*	Tool *Example: Survey, Publicly available data, secondary data source*	Methodology *Identify who will take it, when will they take it, where will they take it*	Where will you keep the data? *Example: Database, excel spreadsheet, will it be saved on the server?*	Analyze *Example: Monthly, quarterly, after every event, yearly*	Who *Identify at least two people who are responsible for collecting data*
Youth have improved job competence	Self-perception for adolescents survey** Employability skills survey**	Youth participants will take both surveys at beginning and end of program year at ABC office.	Excel Spreadsheet saved on server	Yearly	Program Director Team Leader
Neighborhood has maintained properties	Property Audit	Program Staff will update Property Portal each month.	Property Portal	Twice per year	Program Director Evaluation Consultant
95% of youth attend all employment skills trainings and work days	Program attendance	Participants will sign-in to all program sessions; program staff will collect sign-in sheets.	Paper sign-In sheet data will be transferred to Excel Spreadsheet saved on server.	Monthly	Program Director Team Leader
Board and maintain 40 blighted properties in neighborhood	Property Audit	Program Staff will update Property Portal each month.	Property Portal	Monthly	Program Director Evaluation Consultant

* Sample only includes two outputs; all outputs and outcomes from logic should appear on Evaluation Plan.
**Parental consents for data collection and use included in program enrollment materials.

Total Project Budget

Organization:

Project Title:

Line Item	Explanation (include hours & rate for employees/ contracted services)	Amount Requested from RMF	Amount Provided by Others*	Amount Provided by Applicant Organization	Total Project Budget
Total		$ -	$ -	$ -	$ -

*Complete the section below for each other source of funding for the project.

Source	Amount	Committed or Pending?