



301 East Main Street  
Lowell, Michigan 49331  
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## LCTV ENDOWMENT FUND 2019

The Lowell Cable Television (LCTV) Fund is a nonprofit endowment fund established on September 17, 2007 by means of the sale of the assets of Lowell Cable Television. A portion of the annual investment earnings are distributed in agreement with the Grand Rapids Community Fund and may be available for grants each year.

The LCTV Board was created to solicit and review grant applications for projects that benefit the Greater Lowell Community including the City of Lowell, Lowell Township and Vergennes Township. LCTV Board grant recommendations are subject to final approval by the Lowell City Council.

### The LCTV Fund promotes projects that are:

- Non-profit making activities
- Benefit a broad segment of the Lowell Area Community
- Enhance the quality of life in the area
- Encourage cooperation among the communities
- Qualify as one-time capital improvement projects

### The Fund does not support:

- |                          |                           |                                  |
|--------------------------|---------------------------|----------------------------------|
| *Individuals             | *Political projects       | *Salaries or continuing expenses |
| *Religious Organizations | *Profit-making activities | *Routine Maintenance             |

### Grant Schedule:

Applications must be submitted to and received at the Lowell City Hall no later than 5:00 p.m., **February 8<sup>th</sup>, 2019**. The LCTV Board reserves the right to modify the grant application schedule in future years. Funding requested by grant applicants may also be modified based on available LCTV revenue. The selected project applicants will be formally notified and the projects will be publicized consistent with City policies and practices. Applicants may be requested to present additional information to the LCTV Board and/or the Lowell City Council prior to the final decision.

The LCTV Board will make its recommendations formally to the City Council by the second regular meeting in March. The City Council will approve the projects recommended by the LCTV Board, with or without changes, based on funding levels, city and area needs, etc., at the second meeting in March.

### Application Process:

1. Applications are available at Lowell City Hall, Lowell Charter Township Hall, Vergennes Township Hall, Englehardt Public Library, Lowell Area Schools Administration Building and City and townships web sites.
2. Please write your grant application using the cover sheet and included application form.
3. Do not include materials other than the application and requested attachments.
4. Send or deliver 9 copies of the application and attachments as listed:
  - a cover letter that introduces the proposal
  - details for a specific project that includes a breakdown of expenses and key items the grant monies will be used for

- a list of contacts, directors and project leaders
- letters of support or recommendation
- estimation of how many area residents will benefit from **or use** the project and description of how they may benefit
- documentation of how a project will continue to be supported after the initial expense
- if there are multiple parts to your request, please prioritize key items.
- if requesting multiple grants requests from one organization, please prioritize
- proof of 501(c)(3) or governmental unit status

5. **All requirements of prior year awarded grants and status reports must be completed before any grant request for 2019 will be reviewed.**

**Applicants will be required to enter into an agreement with the City, which will outline the terms and conditions of the grants, as well as the reporting requirements, prior to any distribution of funds to the applicants. The agreement shall be finalized by December 31 of the grant year.**

**Grant applications shall be submitted to Susan Ullery, Lowell City Clerk, at 301 E. Main Street in Lowell, Michigan 49331. If you have any questions please contact Susan Ullery, City Clerk (616-897-8457).**

Thank you for your interest.

Sincerely,

*LCTV Endowment Fund Board*

**LCTV FUND GRANT APPLICATION  
2019**

**Organization Information**

**Additional information may be attached as necessary**

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Administrator \_\_\_\_\_

Contact Person (if different from above, name, title, phone#) \_\_\_\_\_

Is yours a 501(c)(3) organization  or governmental unit ? (Check One)

Year of Incorporation: \_\_\_\_\_ Current Organizational Operating Budget \$ \_\_\_\_\_

What is the **mission/purpose** of your organization? \_\_\_\_\_

Project Name: \_\_\_\_\_

Purpose of Grant (one sentence): \_\_\_\_\_

Dates of the Project: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Amount and sources of other funding for this project: \_\_\_\_\_

If a multiple year request, please specify the amounts requested per year: \_\_\_\_\_

\_\_\_\_\_  
*Signature, Chairperson, Board of Directors*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Typed Name and Title*

\_\_\_\_\_  
*Signature, Administrator*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Typed Name and Title*

**Need**

What need is being addressed by this project, and how will the project meet the need? Explain the *precise* reason for your project (avoiding generalities):

**Plan**

Specifically explain how your project will be conducted or implemented, and how the grant money being requested will be used, including breakdown of expenses and cost of key items and proposed schedule. Attach pictures or drawings of the project if applicable.

**Impact**

Describe how this project will positively impact the City of Lowell and the greater Lowell community, and who will be served by your project.

## **Project Management**

Who will be managing the project and what are their qualifications?

## **Evaluation**

If funded, your project will be assessed for impact, effectiveness, and efficiency. Describe how you will determine if the project is a success and the data you will use to make that determination. (Note: Grant recipients may be asked to write follow-up reports and make presentations.)

## **Community Cooperation**

List the Lowell area groups and partners who have agreed to support your project. Please include their names and affiliations. Describe specifically the nature of their collaboration on this project. Attach letters of support, if available.

## **Sustainability/Funding**

Explain your group's plan for future sustainability and maintenance in terms of continued financial and/or logistical support, and who you anticipate to provide the support.