



Youth & Recreation Committee

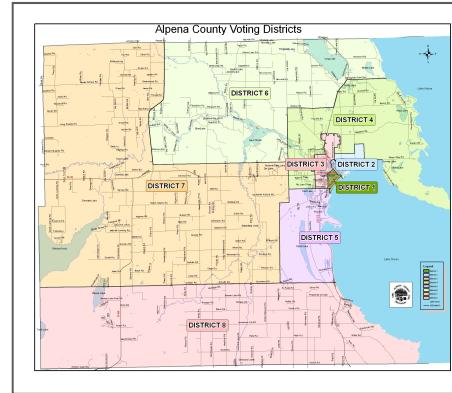
2025 MINI-GRANT APPLICATION FORM

The Alpena County Youth & Recreation Committee makes competitive grants from funds collected through the voter approved Youth & Recreation Millage. The Millage was established in 2010 to allocate funding for recreational activities for youth and all residents of Alpena County and for the support, development and improvement of recreational sites for the benefit of youth and residents of Alpena County. Mini-Grants are one-time discretionary grants made to nonprofits to support projects and initiatives that impact the County as described below.

Areas of Interest:

The Committee's mission is to support recreational activities for youth and the residents of Alpena County; the Committee understands recreation to include all types of sports/sporting events, indoor and outdoor activities, activities and events of enrichment and community engagement . A project will be considered for a Mini-Grant if it impacts one of these interest areas, and/or helps build an organization's capacity to achieve the goals of the Youth & Recreation Commission, the organizations mission and ability to sustain itself over time.

- Priority will be given to Mini-Grant Applications that do not fit the normal Youth & Recreation application schedule; and
- Please explain in grant narrative why grant is needed outside the regular grant cycle.
- This is a REIMBURSEMENT GRANT; funds will be available upon submission of proper documentation.



Eligibility and Restrictions:

- Must be a nonprofit organization or school or government serving the grant area (see map)
- Mini-Grants are not awarded to individuals
- Funds must all be expended and accounted for by the end of the calendar year in which they were awarded

Application Deadlines:

There is no deadline to apply for a Mini-Grant. Application are reviewed on an ongoing basis. Decisions are expedited and typically rendered within 60 days.

For more information about previous grants awarded, the grant review process, or other policies, visit www.alpenacounty.org. The Committee and Commissioner's Office staff is available to answer questions. Please call (989) 354-9500 with any questions. Applications should be emailed, with all supporting documents to: CommissionersOffice@AlpenaCounty.org, Attn: Youth & Rec Committee.

This application form may be used to apply for a Mini-Grant.



MINI-GRANT APPLICATION FORM

Legal Name of Organization: _____

Address: _____

City, State, Zip: _____

CEO Name and Title: _____

Contact Name and Title (if different from CEO): _____

Telephone Number: _____ Fax Number: _____

Federal Tax ID Number: _____

Website (if available): _____

Email Address: _____

Organization Mission Statement:

Year Organization was Founded: _____ Current Year Operating Budget \$_____

Name of Project: _____

Start Date: _____ End Date: _____

Proposed number of people directly served by the project: Alpena County: _____ Other County: _____

Please list the communities where this project will take place:

Requested Amount \$_____

Total Project Cost \$_____

Please provide a brief description of the project, desired results, and statement as to why grant is needed outside the regular Y&R Grant cycle:

Please include the following attachments:

- 1) Project Budget
- 2) Copy of the organization's 501(c)3 designation letter, or application
- 3) Copy of the first page of the organization's most recent filed IRS 990 Form
- 4) List of Board of Directors and officers

Authorized Signature and Endorsement:

The Board of Directors of our organization has approved the submission of this proposal. If we receive a grant, we agree to use the funds as specified in this request. We will allow the Alpena County Youth & Recreation Committee to use the information provided in this request in its publications and news releases, and will mention Youth & Rec's support in any publications, news releases, or other publicity related to the project.

Signature and Title

Date

~ 2025 Program / Project Budget ~

Name of Program / Project:	
Name of Organization	
Support & Revenue	
1	Contributions
2	Registration Fees
3	Special Events (Fundraising Income)
4	Federal and State Grants
5	Local Grants (Non-Youth and Recreation)
6	Youth & Recreation Millage
7	Program/Project & Material Sales Income
8	Investment Income
9	Legacies & Requests (Unrestricted)
10	Cash Match (Please indicate source in Budget Narrative)
11	In-Kind Income (Please indicate source in Budget Narrative)
12	Other (Please indicate source in Budget Narrative)
13	TOTAL REVENUE (SUM OF LINES 1-12)
Expense	
14	Salaries
15	Employee Benefits
16	Taxes (Payroll)
17	Supplies
18	Professional/Legal Fees
19	Communications (Phone, fax, cell, etc.)
20	Postage/Shipping
21	Occupancy
22	Rental/Maintenance/Purchase of Equipment (Office)
23	Printing/Publication
24	Purchase of Equipment for Program/Project
25	Travel/Transportation
26	Membership Dues
27	Fundraising Expense
28	Technology Expense
29	Other (Please break down in Budget Narrative)
30	TOTAL EXPENSE (SUM OF LINES 14-29)

PLEASE NOTE: LINES #13 AND #30 SHOULD MATCH

Round all figures to the nearest dollar.

The Y & R committee may ask for further information, including agency/entity budget.

Attach a Budget Narrative that describes support & revenue and expenses for each line item.

Line 6 is the Amount you are requesting from the Youth and Recreation Millage.

I certify that all the information is accurate, that I have authority to sign on behalf of this organization.

Name/Title - Main Contact:	
Signature:	Date:
Name/Title - Executive Director/Superintendent:	
Signature:	Date:

Disclaimer: Falsification of the information in this application will cause immediate termination of funding and could cause legal action.