



A little about the Curwood Festival:

Most people in our community are aware of the Curwood Festival and all of the entertaining activities that are part of it. The community may not be as aware of all of the money that is given back to the community as a result of all of those activities. As part of the wonderful community of Owosso, Curwood Festival Directors have donated \$25,000 to build the Heritage Footbridge, purchased 30 picnic tables for area parks, pledged \$1,000 annually to the maintenance of Curwood Castle, given \$3,500 to assist with the construction of a Playscape in Bentley Park, and gave \$1,000 to kick-off the fundraising efforts for a bronze statues of James Oliver Curwood. In 2019, 40 area nonprofits, services clubs, schools, and churches raised a total of \$70,112 via the fundraising opportunities available through the festival. As the Curwood Festival has rebounded from the tough years during and after the COVID pandemic, we are excited to announce that we are going to be able to give back even more this year through the 2023 Curwood Grant opportunity.

## **2023 Curwood Grant Application Form**

**Applications Due by: November 13, 2023    Winners Announced by: January 13, 2024**

**INSTRUCTIONS:** Please read the Curwood Grant Application guidelines prior to completing this application form. Additional application guidance is provided on the last pages of this application. Please complete all sections of this form. As you are completing this form if you have any questions, please contact the Curwood Festival office at [office@curwoodfestival.com](mailto:office@curwoodfestival.com).

This grant opportunity is to assist civic organizations with addressing community needs in Owosso and surrounding areas. These needs contribute to the area's traditions, customs, and appearance within our community and/or promote the memory of James Oliver Curwood or promote the city of Owosso and its surrounding areas.

### **APPLICANT INFORMATION** (See guidelines for eligible applications)

**PROJECT TITLE:**

**Legal Name of Applicant Organization:**

Address (Street, City, Zip Code):

**County:**

**Primary Contact Name:**

**Title:**

**Address:**

**Phone:**

**Email:**

**Co-Applicant/Partner Organization (If Applicable):**

**Legal Name of Co-Applicant/Partner Organization:**

Address (Street, City, Zip Code):

**County:**

**Primary Contact Name:**

**Title:**

**Address:**

**Phone:**

**E-mail:**

### **COMMUNITY INFORMATION**

**Community/Communities served by proposed project (list):**

**Legal status of your organization: Public Institution (Government entity, School entity) or 501(c)(3) or Other**

### **FUNDING REQUEST (ROUND TO NEAREST \$100, MAXIMUM TOTAL GRANT AMOUNT REQUEST UP TO \$20,000)**

Total Grant Amount Requested: \$ \_\_\_\_\_

Total Match (if applicable) \$ \_\_\_\_\_

Total Project Amount: \$ \_\_\_\_\_

Please list any confirmed sources of match and amounts.

### **PROJECT SUMMARY**

Describe the project. Briefly describe why your organization is requesting the grant, what results you hope to achieve, and what makes the project especially important and timely. (Please limit response to 500 words maximum)

**PROJECT INFORMATION/IMPACT**

Please address the following: (No more than 150 words per item)

- A. How will this project contribute to the area’s traditions, customs, and appearance within our community and/or promote the memory of James Oliver Curwood or promote the city of Owosso and its surrounding areas?
  
- B. How will the project be sustainable at completion and long-term?
  
- C. What do you anticipate will be the near-term and long-term impacts of the project?
  
- D. How does this project demonstrate cross-sector partnerships?
  
- E. Do you have specific future funding opportunities identified and/or prioritized? If not, how do you propose to identify/prioritize future funding opportunities or investment?
  
- F. Please list formal partners and supporters. (You may attach letters of support to this application (no more than three please.)

**PROJECT TIMELINE AND WORK PLAN**

All projects must be completed within the 12-month grant period.

Please list project goals.

Please describe major tasks that will be performed to accomplish the goals of the project.

GRANT WORK PLAN	
Tasks to Complete Goals	Projected Completed by (date)

## BUDGET NARRATIVE

You will be required to provide documentation of your expenses by the completion date of your funded project. Please use the table below to list items and amounts. Matching Funds may be listed on one budget line. If you commit to the match, you will be required to show the match with invoicing and proof of payment documents.

Item	Requested Funds	Project Totals
<b>Materials and Supplies</b>		
	\$	\$
	\$	\$
	\$	\$
Total Materials/Supplies	\$	\$
<b>Contractual</b>		
	\$	\$
	\$	\$
	\$	\$
Total Contractual	\$	\$
<b>Other</b>		
	\$	\$
	\$	\$
	\$	\$
Total Other	\$	\$
Plus matching funds (if applicable)		
<b>Total Project Cost</b>	\$	\$

### Authorization:

By submitting this Application, the Authorizing Agent is guaranteeing that the information contained in this Application is correct and verifiable. The Authorizing Agent is also affirming that the funds requested herein will be used for the specific purpose outlined in this Application and for no other purpose.

**Grant Deadline: All proposals must be received by 5 p.m. Eastern Daylight Time on November 13, 2023.**

### Instructions for submitting a proposal:

- All application materials, including application form, letters of support, and any supplemental documents should be combined into a single PDF document.
- Completed applications should be emailed to [treasurer@curwoodfestival.com](mailto:treasurer@curwoodfestival.com) with the subject line: “^Applicant Name^ 2023 Curwood Grant Application”, cc: [office@curwoodfestival.com](mailto:office@curwoodfestival.com)
- Applications must be received by 5:00 PM on November 13<sup>th</sup>.

## CURWOOD GRANT GUIDELINES

**Curwood Grant Amount Request:** Indicate the dollar amount requested for grant funding, **maximum grant amount requested is \$20,000.** Please round dollar amounts to the nearest \$100.

**Matching Funds:** Indicate the dollar amount of matching funds if applicable. Matching Funds may be listed on one budget line. Do not commit to excess matching funds if you do not have the available funds. If you commit to the match, you will be required to show the match.

**Project Summary:** Indicate a concise project summary describing your project. Include the name of the applicant organization; a concise outline of the project's outcome(s); and a description of the general tasks to be completed during the project period to fulfill this goal.

**Project Information/Impact:** Please make sure to address the questions included in this section as well as identifying individuals, organizations, and/or entities that committed to this project and how they will support this project.

**Budget Narrative:** Provide justification for your budget proposal that is outlined in the Budget Form. Please include sources of matching dollars, and whether they have been committed/secured, as well as sources and amounts of any in-kind funding. The budget narrative must include the following categories (if applicable to project) and a budget narrative that provides justification for such budget categories and items:

- **Materials/Supplies:** Provide an estimate of projected supply expenditures. Applicants must list each item separately, its cost and use. Supplies means any tangible, personal property, excluding debt instruments and inventions. In the budget narrative, provide the basis of the cost estimate (e.g., price analyses, vendor quotes) for each supply item being requested and its correlation to the purpose/goals of the project to justify your need for the supplies to be purchased.
- **Contractual:** List the contractor's name and title and the general categories of services the contractor cost will cover.
  - A. For contractors, indicate if the expense represents a flat fee for services or an hourly rate. Provide justification for how and why the contractor was selected vs. the organization's own staff/personnel. List the general categories of services the contract covers (e.g., professional services, travel, lodging, administrative expenses, etc.).
  - B. Proof must be provided of the customary charges for such services rendered, based on the individual's qualifications.
- **Other:** Provide in sufficient detail an itemized list of projected expenditures, the cost and use. Other items mean any item not fitting into contractual, equipment, and supplies categories explained above (e.g., rentals). In the budget narrative, provide the

basis of the cost estimate (e.g., price analysis, vendor quotes) for each item being requested and its correlation to the purpose/goals of the project to justify your need.

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