

ACC Foundation Granum Grant Overview

Available to **local school districts, churches, and federal 501c3 tax-exempt non-profit organizations**, Granum Grants provide opportunity for educational programming, lectures, cultural performances, performing arts, and community-based events within the Granum Theatre at Alpena Community College.

Total funds available each year fluctuate, there are **no minimum or maximum limits for individual grant requests, however, requests of \$5,000 or less are recommended**. Granum Grants provide full or partial funding for programming, use of the Granum Theatre and surrounding complex, and technical audio/visual support for projects/programs/events which must be factored into the proposal along with marketing costs where appropriate.

DEADLINE: Applications are accepted on a rolling monthly basis. Submit your application at least 4 weeks before the proposed date of the event.

Granum Grant – Specifications

Available to all **full-time ACC Faculty and staff, local school districts, churches, and federal 501c3 tax-exempt non-profit organizations**, Granum Grants provide opportunity for educational programming, lectures, cultural performances, performing arts, and community-based events within the Granum Theatre at Alpena Community College.

While total funds available each year fluctuate, there are **no minimum or maximum limits for individual grant requests, however, requests of \$5,000 or less are recommended**. Granum Grants provide full or partial funding for programming, use of the Granum Theatre and surrounding complex, and technical audio/visual support for projects/programs/events which must be factored into the proposal along with marketing costs where appropriate. Grant totals awarded are at the grant screening committee's discretion for purposes of achieving a variety of programming throughout the year and based on proposals availability of funds annually and within each grant cycle per deadlines. ACC benefactors Robert and Jacqueline Granum envisioned a vibrant theatre at ACC which bears their name. Their generous gift to the ACC Foundation in 1997 envisioned filling the Granum Theatre with a variety of programming to educate and inspire students and the community at large throughout the year.

DEADLINE: Applications are accepted on a rolling monthly basis. Submit your application at least 4 weeks before the proposed date of the event.

Submit complete application to the ACC Foundation/Granum Grant
665 Johnson St. Alpena, Michigan, 49707
ATTN: Kerrie Kamyszek, Granum Grant Programming Coordinator

A COMPLETE APPLICATION INCLUDES:

1. Signed Granum Grant - Specifications
2. Complete Common Grant Application – Cover Sheet, Narratives, Budget, Facility Contract
3. Supplementals – Support literature, biographies, video/links, etc. conducive to the grant screening committee's understanding of the proposed project/program may complement the application
4. Support Documents (as applicable to type of applicant)
 - a. Non-profits need to provide a copy of 501 (c)(3) federal Determination Letter or a copy of their most recent 990, a copy of minutes with approved Board resolution in support of Granum Grant request, and a list of the current Board of Directors for the organization

Facilities Use/Technology – Granum Theatre offers seating for up to 236 people with two handicap accessible aisles. The venue may be used for multiple sittings of one event. The theatre stage is roughly 750-1,000 sq feet. The facility is equipped with 120 v/277v electrical capacity, a sound system with seven wired and five wireless microphones, including one leveler. There are two screens – 12 ft and 16ft with an Epson projection system and two tier and stage lighting systems conducive to small theatre productions and concerts, lectures, film showings and video-conferencing. ACC technical support for audio/visual is required and must be incorporated into the cost of the project at the standard facilities fee rates for normal business hours; Saturday and Sunday events require additional hourly rates. See Facility Contract Fee List for details. A Baby Grand piano is available for a fee, including tuning costs before each event. The grant Coordinator will assist scheduling the facilities upon approval of the grant request. Provide alternative dates for programming within application narrative in the event of conflicts. It is the grantees responsibility to contact the Granum Grant Coordinator if the date of the event changes. ACC business takes precedence over any proposed project for scheduling purposes. Please complete the Facilities Contract (included) and submit with the application. Include preferred and alternative dates if possible.

Marketing Requirements – Marketing of projects/programs funded by a Granum Grant is essential to maximize the resources and their impact. Granum Grant proposals may include a portion of the award for use in marketing the project/program, and it is the responsibility of the grantee to envision and operationalize their own marketing plan. ACC is not responsible for marketing approved events. It is suggested that grantees focus on image development – who, what, when, why and where with social media exposure – it's free, print media inclusive of brochures, posters, and/or flyers – images that can be easily relayed in electronic form with social media and print. Broadcast media should be included with PSA to local radio, television, and print media. Communication with patrons of the sponsoring organization and collaborative groups can go a long way and is strongly encouraged.

Attestation

I understand that the requirements for Granum Grants are stated above, including Facilities Use and Marketing requirements. I also understand that ACC is not responsible for the planning, marketing or implementation of the proposed project/program. It is the responsibility of the organization/primary contact person to make the project/program a success using the resources of the grant as approved. I also understand that once the project is complete, I have thirty (30) days to submit a Common Application – Final Report.

Applicant Sign/Date: _____

ACC Foundation Granum Grant Application - Cover Sheet

1. Name of organization requesting funds: _____

2. Primary contact person for the project: _____

3. Phone: _____

4. Email: _____

5. Address: _____

6. Name of project: _____

7. Amount requested: _____

8. Attestation - *I attest to the parameters of the grant requested and the accuracy and completeness of this application. I understand that as the primary person responsible for the project, and on behalf of my organization, that this grant request may be denied for any reason determined by the grant screening committee for the specific grant. I also understand that if the request is granted, the process for disbursements of the grant will be followed and a final report will be filed with the ACC Foundation within thirty (30) days of the project/program's completion.*

Signature: _____

Date: _____

ACC Foundation Granum Grant Application - Narratives

In 500 words or less per each item (1-9) below, please respond to the following questions:

1. Provide a **description** of your project. (What is the name and overall concept of the program/project? Purpose?)

2. What is the **proposed timeline** for the project? (Please include a project end date.) Are there alternative dates if scheduling conflicts arise with facility use, etc.?

3. Give a brief description how this project **aligns** with the [College mission/goals](#) and the purpose/specifications of the particular grant requested (see Grant Specifications)?

4. What is the **target population** for this project and how many people will likely benefit? How does the project enhance the ACC campus, the greater community and student experience at ACC?

5. How does this program elicit **collaboration** (e.g., does it involve volunteers, work with another community organization or is it interdepartmental/interdisciplinary?)

6. How will your project be **funded**? Specifically, for what purpose will the grant dollars be used? List other sources of funds that may be utilized and specify any other organizations working with you on this project. (Use the budget form provided for specific delineation of how funds will be generated and expended)

7. How will the project/program be **marketed** to the campus and/or community?

8. Are there any special or specific **facilities/technology needs** for this project/program (e.g., electrical, sound, etc.)?

9. How will the **success** of the project be determined? Describe any evaluation plan and specify success measures.

ACC Foundation Granum Grant Application – Budget

| Project Expenses | Total Amount Requested | Total Expenses for Project |
|--------------------------------------|------------------------|----------------------------|
| Professional Fees (honorarium, etc.) | | |
| Travel | | |
| Lodging | | |
| Equipment | | |
| Supplies | | |
| Promotion/Advertising | | |
| Facilities Fees | | |
| Food & Beverages | | |
| Other (specify) | | |
| Other (specify) | | |
| Other (specify) | | |
| TOTALS: | | |

| Revenue Sources | Revenue Committed (promised) | Revenue Pending (not been confirmed) |
|--------------------------------|------------------------------|--------------------------------------|
| Event Ticketing/Admission Fees | | |
| General Operating | | |
| Grants | | |
| Government | | |
| Foundations | | |
| Private Business Support | | |
| Individual Donations | | |
| In-Kind Support | | |
| Other (Specify) | | |
| Other (Specify) | | |
| Other (Specify) | | |
| TOTALS: | | |