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Introduction

On a bi-annual basis the Hannahville Indian Community distributes revenue, commonly known as 2% funds to local units of government through a grant process. Applications are accepted from all local elected government bodies within Delta and Menominee Counties. Applications are ranked by merit. The Hannahville Indian Community Tribal Council gives final approval to all disbursements. Government sponsorship of ideas and projects originating from volunteer and non-profit groups are accepted, provided there is clear public benefit.

All applications must be submitted by governmental entities. The Tribe favors initiatives that put a premium on uniting local communities behind common purposes, needs and values. As the Hannahville Indian Community continues to grow it is becoming more and more tied to its neighbors. This revenue distribution reflects the Tribe's interest in partnering with local governments to face common challenges.

Application packets can be obtained by visiting the Hannahville website at www.hannahville.net, or by contacting Stephanie Philemon or Jill Beaudo, Resource Development, Hannahville Indian Community, N14911 Hannahville B1 Rd., Wilson, Michigan 49896. You may call Stephanie at (906) 466-2959 or Jill at (906) 466-2932. The deadline for submission is September 30th and March 31st of each year. The Hannahville Indian Community looks forward to working even more closely with its neighbors in future years.

Grant Application Form Instructions

Although projects may be for multiple years, funding will be appropriated yearly and limited to availability of funds. Upon funding, narrative and financial reports will be required. *(Please note that expenses incurred prior to the date of the grant award will not be reimbursable.)*

1. Applications must be submitted through local units of government in Delta and Menominee Counties. This includes without limitation; counties, townships, cities and villages. Multiple applications from local units of government are encouraged. Projects/programs benefiting the public that are not local units of government are eligible, but must find sponsorship through a local unit of government.

The following are the authorizing officials whose signatures are acceptable:

- a. County Commissioner
 - b. County Clerk
 - c. County Treasurer
 - d. County Administrator (not elected)
 - e. County Sheriff
 - f. Road Commission Chair
 - g. Township Supervisor
 - h. Township Trustee
 - i. Township Clerk
 - j. Township Treasurer
 - k. City Council Member
 - l. City Manager (not elected)
 - m. City Mayor
 - n. City Clerk
 - o. City Treasurer
 - p. School Board President
2. Please type all applications. Digital applications will be available for download on www.hannahville.net. Completed applications must be submitted on paper copy, one original and 10 copies (11 total copies).

****Note for web-based applications: Data can now be saved in the pdf application form.***

3. Answer all the questions in the application form fully. Please note that only text that is visible on the screen will print, therefore all responses must be kept within the allowed space.
4. Print the completed application form and add any appendices (limit 3 pages). Submit 1 unbound original and 10 stapled copies.
5. Please do not include any materials other than those specifically requested. Exception will be granted for materials that directly support the application, i.e. correspondence from mutually participating governments, maps and photographs.
6. Do not send videotapes.

Please note: We no longer require a separate narrative. Please do not submit any more than the application form (3 pages) and relevant attachments if desired (3 page limit).

Note:

All applications must be received, either by mail or hand delivered to Jill Beaudo at the Administration Building, by 2 pm EST on the closing date. If the closing date falls on a weekend, the deadline will be 2 pm EST the next business day.

Prior to the award other information may be requested such as:

*A copy of the current IRS determination letter indicating 501(c)(3) tax exempt status.

*Annual report

*Most recent annual financial statement (independently audited, if available; if not available, attach IRS form 990)

If you wish to receive confirmation that your application was received, please enclose a self addressed post card with your application and it will be returned to you as proof of receipt.

For Hannahville Indian Community Use	
Date Received:	Received By:
Application Number:	

2% Grant Application

Due March 31 and September 30 each year.

THIS MUST BE THE FIRST PAGE OF THE APPLICATION PACKET

I. General Information

a. Date Application Submitted:

INCLUDE ONLY THOSE COSTS DIRECTLY RELATED TO THE PROPOSED PROJECT

b. Amount of Grant Request: *this amount should be equal to the Total in III-a below*

c. Other Funding for Project: *this amount should be equal to the Total in III-c below*

d. Total Project Budget (All Sources):

e. Name of Eligible Local Unit of Government Submitting the Application:

Address

City State Zip

County Township

f. Printed Name & Title of Authorizing Official of Eligible Local Unit of Government:

g. Signature of Authorizing Official of Eligible Local Unit of Government:

Phone Number:

E-mail Address:

h. Project Name:

Start Date: End Date:

i. Entity Implementing the Project (if different than Eligible Local Unit of Government):

Address

City State Zip

j. Contact Person for questions related to the Application or Project Implementation:
Contact Person Name: Phone Number:

Email Address:

II. Narrative Summary

- a. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve and how you will spend the funds if the grant is made. Provide detail and important points.

- b. Who will benefit or what is the service area of the project (i.e. township residents)?

- c. Please describe the Authorizing Agency's relationship with the Implementing Agency (if applicable)

III. Budget Narrative

a. Please provide a detailed budget breakdown using the following budget categories:

INCLUDE ONLY 2% BUDGET REQUEST IN THIS SECTION

		2% Grant Amount	Calculation/Description
1	Salary		
2	Fringe		
3	Travel		
4	Supplies		
5	Contractual		
6	Training		
7	Equipment		
8	Construction		
9	Other (Please Describe)		
	TOTAL		<i>this amount should be equal to item I-b above</i>

b. List priority items as proposed in the budget above in the event that we are unable to meet your full request.

	Amount	Item Description
1		
2		
3		
4		

c. Are there any other funding sources contributing to the cost of the project? Yes No

If yes, please list the agency and provide the amounts and type of funds they are contributing.

(Include your organization in this list if you will be contributing funds toward the project.)

	Name of Agency	Amount	Cash or Inkind	Committed or Pending
1				
2				
3				
4				
	TOTAL			<i>this amount should be equal to item I-c above</i>

IV. Attachments - Optional (3 page limit)

a. Attachments may include a cover letter, a letter of support, an organizational chart, resumes of key staff members, etc. These are not required and should be limited to only those items that will assist with further clarification of the grant request.