

Battle Creek Housing Commission

Contributions Application

250 Champion Street, Battle Creek, MI 49037

269-965-0591

Proposed services must benefit residents of Parkway, Kellogg Manor, Cherry Hill, and Northside Homes and can include the neighborhoods surrounding these properties and/or holders of Section 8 Housing Choice Vouchers. Contribution Applications received by the 15th of a month will be reviewed by the Board of the Battle Creek Housing Commission at its next regular meeting, the fourth Tuesday of most months at 3:00pm.

Please include a cover letter that summaries the amount requested, for what purpose, and the mission of the organization making the request on organizational letterhead.

Organization Name: _____ 501(c)3 Yes No

(Organization Name in most cases should be same as on IRS determination letter – include a copy of your IRS Nonprofit Determination Letter)

Address/City/State/Zip: _____ Date: _____

Tax Identification Number: _____ Contact Person: _____

Phone: _____ Email: _____

Geographic Area Served: _____ Number of people to be served by this Project: _____

Purpose of Grant: _____

How was the need for this funding determined? _____

Explain how the grant dollars will be utilized. _____

Describe how project outcomes will be evaluated: _____

If you do not receive this grant, how will it impact your project/program? _____

Total Project Cost: \$ _____ Amount requested: \$ _____ Date needed by: _____

Signature & Title of Responsible Party: _____ Date: _____

Applications are accepted by:

Please include a cover letter on letterhead with your application
Email: lee@battlecreekhousing.org
Mail: 250 Champion Street, Battle Creek, MI 49037