



Community Grant Program

Grant Application

ABOUT:

The Zeeland Board of Public Works (BPW) has been an efficient, low-cost provider of electricity and water services for Zeeland and surrounding areas since 1902. We have a strong tradition of dedicated City Council and Board of Commissioner leadership, along with workforces who have been excellent stewards of the City's utility infrastructure. The BPW's Core Values are Safety, Family-Oriented Work Culture, Integrity, Continuous Improvement, and Service & Stewardship. These Core Values are reflective of the culture of the Zeeland community.

We are dedicated to ensuring that Zeeland thrives for generations to come and are pleased to support the Zeeland community in numerous ways. Therefore, Zeeland BPW offers grant funding up to \$25,000 annually (subject to approval) to invest in projects and strategies such as:

- Water and energy efficiency, conservation, and education
- Environmental education
- Safety education
- Utility career opportunities
- Arts and culture
- Health and wellness
- Parks and recreation
- Improvement and enhancement of the community served by the Zeeland Board of Public Works.

APPLICATION WINDOW & TIMELINE:

Generally, applications open on or near April 1st and close on or near May 1st. Grant applications are reviewed and approved by the Board of Commissioners of the Zeeland Board of Public Works (Board). The Board will meet in July (subject to change) to vote on applications. Applicants are notified of the Board's decision by email within thirty (30) days after the board meeting.

REQUIREMENTS

If selected to receive grant funding, the applicant shall submit a final report at the conclusion of the project. The completed project must identify the Zeeland Board of Public Works as a project sponsor. This is a reimbursement grant.

WHO IS ELIGIBLE:

Nonprofit organizations that are tax exempt under Section 501(c)(3) of the Internal Revenue Code, schools, municipalities, and other governmental entities served by either the electric or water utility of the Zeeland Board of Public Works.

Requests for the following purposes are eligible for consideration:

- Capital - Funding for purposes of constructing new facilities, remodeling, expansions of existing facilities or equipment purchases
- New programs for one-time or ongoing expenses - Funding for organizations to implement specific programs for the first time, including startup costs and costs that will occur repeatedly
- Existing programs for one-time expenses - Funding for investments in specific ongoing programs that will not need to be made on a regular basis such as equipment, furnishings, and other reusable materials

The Zeeland Board of Public Works Community Grant Program also looks for applications which:

- Are impactful to a substantial cross-section of the community served by the Zeeland Board of Public Works
- Have a significant impact relative to the amount of funding requested
- Demonstrate the ability to successfully implement and sustain the program or project for which funding is being requested
- Describe one or more program outcomes and specific results that demonstrate measurable community impact
- Do not discriminate against any individual based on race, creed, gender, gender identity, age, sexual orientation, or national origin
- Pioneer creative, new ways to address local needs or opportunities
- Are of a collaborative nature leveraging the strengths of different organizations
- Leverage matching funds and/or in-kind resources from other sources

Requests for the following purposes are not eligible to apply for funding through the Community Grant Program:

- Operating support - Funding for the day-to-day costs of running organizations
- Existing programs for ongoing expenses - Funding for the day-to-day operating costs of existing programs
- Capital projects outside of the Zeeland Board of Public Works service area
- Emergency requests for ongoing expenses - Funding for repeatedly occurring organizational or program costs that have experienced a sudden or unexpected loss of funding from another source
- Funding for individuals, individual scholarships, political organizations or campaigns, labor or veterans' programs, fraternal orders, social clubs, debt-reduction, sports tournaments, talent or beauty contests, loans for small business, or religious programs that advocate specific religious doctrines or do not serve the broader community
- Free electric or water services or relocation of utility infrastructure

WAYS TO APPLY:

Only one of the following methods are needed for application and must include the following information (Page 4, "Grant Application Requirements") to be accepted. If you have any questions about the grant application, eligibility, and/or selection process, please contact the Zeeland Board of Public Works at 616.772.6212 or info@zeelandbpw.com.

Submit your proposal one of three ways:

1. Online at zeelandbpw.com/grant. *Documentation must be in Microsoft Word or PDF format.*
2. Emailed to info@zeelandbpw.com, indicate "Community Grant Program" in the subject line. *Documentation must be in Microsoft Word or PDF format.*
3. Mailed via USPS or drop-off to:

ZEELAND BOARD OF PUBLIC WORKS

ATTN: Community Grant Program

350 E. Washington Avenue

Zeeland, MI 49464

Grant Application Requirements:

Application Deadline - May 5, 2025 5:00 p.m.

(Applications may be submitted beginning April 1, 2025)

Basic Information:

- Project Title
- Project Description (Please write a one paragraph description summary)
- Anticipated Benefit to the Community
- Description of the equipment, hardware, materials, processes, systems to be used to complete the project

Contact Information:

- Organization name
- Organization address
- Organization phone
- Project contact person & job title
- Project contact person address (if different from organizational address)
- Project contact person email
- Project contact person phone

Project Term

- Proposed start date
- Proposed completion date

Project Funding

- Amount of grant funding requested
(The total annual available funding amount is \$25,000 (subject to change). This amount may be split among multiple eligible projects.)
- Other funding sources *(Please itemize the other sources or types of funding including contributions from other grants, private sources, monetary and/or in-kind. Indicate if the funding sources are unconfirmed. Write "N/A" if there are no other sources/types of funding for this project.)*

Total project budget *(Total project budget should match the itemized total budget amount requested later in this application. It should also be equivalent to the sum of the previous two questions.)*

Itemized total budget: *(You may include a PDF or Excel document OR respond in the space provided. Please be sure to itemize all equipment and estimated costs as well as labor costs broken down by hours necessary to complete the project. Budget information should be as detailed as possible. Please indicate which expenses will be covered by other funding sources, such as in-kind labor expenses contributed by other project participants.*

What contingencies have been planned for any shortfalls in funding?

Support Documents

Please include any further relevant documentation you wish to provide the grant application reviewers (e.g. photographs, project designs, marketing materials, letters of support, etc.).

Other

If selected to receive funding, a report shall be submitted at the conclusion of the project.