

Americana Letter of Intent and Application - November 2025 Board Meeting

The Americana Foundation

Instructions

Saving Your Work

As you work on your application, a draft will automatically save so you can come back and finish your work at any time. The system will automatically save after every 100 characters typed as well as any time you click away from a question. You can also manually save by clicking "Save" at the bottom right-hand side of the form.

When you return, you will see your draft application on your dashboard. Click "Edit Application" to return to your draft.

Collaborating with Colleagues

You can collaborate with colleagues on your application using the blue Collaborate button in the upper right-hand corner. For more information on this feature see the [Collaborator Tutorial](#).

Copying Answers from a Previous Application

If you have applied for a grant with us before, you may use the Copy Request button in the top right corner to copy in answers from a previous application. Be sure to review and update any copied answers. For more information on this feature see the [Copy Tutorial](#).

Character Limits

We have suggested character limits for text responses and we ask applicants to please do their best to fit answers into the provided space. Applicants are not required to fill the entire space.

Questions and Support

Contact us at grants@americanafoundation.org if you have questions or experience issues while applying. Foundant GLM also offers support resources at [GLM Applicant Tutorial](#).

Shared Questions from Letter of Intent (LOI)

Please note that for your convenience, some of the information you provided in your LOI has been copied into this application.

Organization Type

Organization Type

Choices

501(c)(3)

Fiscally sponsored by a 501(c)(3)

Government or Tribal entity

None of the above

Fiscal Sponsor Detail

You selected "Fiscally sponsored by a 501(c)(3)" as your organization type. Please complete the fields below to provide information about your fiscal sponsor.

Fiscal Sponsor Name*

Character Limit: 250

Fiscal Sponsor Address*

Character Limit: 250

Fiscal Sponsor Address: City*

Character Limit: 25

Fiscal Sponsor Address: State*

Character Limit: 20

Fiscal Sponsor Address: Zip Code*

Character Limit: 5

Fiscal Sponsor EIN*

Character Limit: 25

Contact Person at Fiscal Sponsor*

First and last name

Character Limit: 250

Title of Contact Person at Fiscal Sponsor*

Character Limit: 100

Email Address of Contact Person at Fiscal Sponsor*

Character Limit: 254

Organization Type - Please provide more information

Additional Information about Organization Type

Character Limit: 1500

Organization Information

Organization Mission Statement

Character Limit: 2000

If your organization has a dedicated web page, please provide the URL here:

Character Limit: 250

IRS Determination of Tax-exempt Status*

Please upload a copy of the organization's IRS letter determining its tax-exempt status (PDF only).

File Size Limit: 5 MB

Annual Operating Budget*

Please upload the organization's most recent annual operating budget.

File Size Limit: 5 MB

Financial Information*

Please upload the organization's most recent financial documentation (PDF only).

- Applicants with annual contributions of \$500,000 or more should upload financial statements prepared according to generally accepted accounting principles and audited by an independent certified public accountant
- Applicants with annual contributions greater than \$250,000 and less than \$500,000 should upload financial statements that are either reviewed or audited by an independent certified public accountant
- Applicants with annual contributions less than \$250,000 may upload either financial statements or their most recent Form 990

File Size Limit: 5 MB

Program Area

Program Area

Choices

Agriculture and Food Systems

American Heritage

Natural Resources
Other

Other Program Area

Program Area: Other

Character Limit: 1500

Agriculture and Food Systems Program Area

Agriculture & Food Systems Subcategory

Choices

Farmland Conservation
Food System Education and Awareness
Strengthening Local Food Economies
Other

Michigan Food System Impact*

Americana’s current priority in the Agriculture and Food Systems program area is to "support projects and programs that work to transform food systems in Michigan," especially by focusing on food growers, processors, and distributors. If applicable, please describe how your project or program aligns with this priority.

Character Limit: 1000

Please select the region your project/program will primarily impact:*

For more information on Michigan regions, please visit this page from Michigan Economic Development Corporation: <https://www.michiganbusiness.org/regions/>.

Choices

MI-Northeast
MI-Upper Peninsula
MI-West Michigan
MI-Mid-Michigan
MI-Thumb Region
MI-Detroit Region
MI-Ann Arbor Region
MI-Kalamazoo Region
MI-Lansing Region
MI-Traverse City/Northwest
MI-Statewide
Other

If you selected 'other' please elaborate:*Character Limit: 100****American Heritage Program Area***

American Heritage Subcategory**Choices**

Collections and Acquisitions
 Exhibitions and Interpretation
 Fellowships, Internships and Trades
 Other

American Heritage Priority*

Americana's current priority in the American Heritage program area is to "broaden the inclusivity of early American art and the early American historical narrative to 'tell the full story of' the American experience." If applicable, please describe how your project or program aligns with this priority.

*Character Limit: 500****Natural Resources Program Area***

Natural Resources Subcategory**Choices**

Community Engagement
 Great Lakes Protection or Restoration
 Land Conservation and Stewardship
 Watershed Protection
 Other

Great Lakes Impact*

Americana's current priority in the Natural Resources program area is Great Lakes protection and restoration. If applicable, please describe how your project or program would impact the Great Lakes, or a surface or groundwater system connected to a Great Lake.

*Character Limit: 1000***Please select the region your project/program will primarily impact:***

For more information on Michigan regions, please visit this page from Michigan Economic Development Corporation: <https://www.michiganbusiness.org/regions/>.

Choices

MI-Northeast
 MI-Upper Peninsula

- MI-West Michigan
- MI-Mid-Michigan
- MI-Thumb Region
- MI-Detroit Region
- MI-Ann Arbor Region
- MI-Kalamazoo Region
- MI-Lansing Region
- MI-Traverse City/Northwest
- MI-Statewide
- Other

If you selected 'other' please elaborate:

Character Limit: 100

General Project Information

Amount Requested

Character Limit: 20

Total Project Cost*

Character Limit: 20

Project Title*

Character Limit: 75

Expected Project Start Date*

Character Limit: 10

Expected Project End Date*

Character Limit: 10

Project Summary

Project Summary

Character Limit: 10000

Updates to Project Summary (optional)

For your convenience, the project summary above has been copied from your Letter of Intent. Please use this space to make any changes or updates to your summary.

Character Limit: 1500

Project Purpose and Objectives

Statement of Need*

What critical need, situation, or circumstance does the project or program address?

Character Limit: 2000

Project Activities*

What specific activities will you undertake to address this need, situation, or circumstance?

Character Limit: 1500

Statement of Impact*

What impact do you desire or expect relative to the critical need, situation, or circumstance if the project is successful? What is your desired end result?

Character Limit: 1500

Community Served

Community Served*

Describe the people or community who would be served by or who would benefit from the project or program. Does the project or program impact or engage people or communities that are “traditionally disadvantaged, marginalized, or underrepresented, especially people of color, Indigenous people, and women”? If so, in what way?

Character Limit: 1500

Community Engagement*

How have you engaged the people or communities impacted or targeted by the project or program in its design and/or implementation?

Character Limit: 1500

Implementation

Staff Experience*

Please describe the experience, skills, or expertise of your staff that will contribute to the success of this project. You may include relevant training, lived experience, certifications, or other background that informs their work.

Character Limit: 1500

Partners and Collaborators*

Other than your own staff, who will work with you on this project or program?

Character Limit: 1500

Potential Challenges*

Do you foresee any potential challenges – internal or external – that may make it difficult to implement the project or program?

Character Limit: 1500

Project Funding

Use of Funds*

If the grant is awarded, how will the grant funds be used?

Character Limit: 1500

Other Support*

What other funding have you applied for (pending) or been awarded (committed) to support the project or program?

Character Limit: 1500

Project or Program Budget*

Please upload a project or program budget.

[Click here to view an example budget as a PDF.](#)

[Click here to view an example budget as an Excel document.](#)

File Size Limit: 5 MB

Project Evaluation

Measurements of Success*

Describe the specific targets or deliverables that you will use at the end of the grant period to show that the project or program has been successful and has contributed to the desired impact.

Character Limit: 1500

Optional Attachments

Please feel free to support your application with photographs, images, diagrams, reports, media articles, etc. to help us better understand the project and your organization.

Optional Attachment 1

File Size Limit: 5 MB

Optional Attachment 2

File Size Limit: 5 MB

Optional Attachment 3

File Size Limit: 5 MB

Application Submission

Please Review Your Answers

Once you submit the application, you cannot edit the form.

Next Steps

After you submit the application, we will send confirmation of receipt to the email address you provided. Your application will be reviewed and then submitted for board review at the board meeting associated with this application process.

Evaluation

Organizational Strength

Is the applicant eligible for a grant? Does the applicant have the staff, resources, expertise, and reputation for implementing the project or program? Is the organization fiscally solvent?

Character Limit: 10000

Program Alignment

Does the project or program further the mission? How well does the project or program fit the program area?

Character Limit: 10000

Program Alignment Score*

Scoring Options: 1 - 5 or N/A

Critical Need

Has the applicant identified a critical need? How important is the proposed work to the stated problem?

Character Limit: 10000

Critical Need Score*

Scoring Options: 1 - 5 or N/A

Objectives and Impact

Will the proposed work address the critical need? How important is the work to the stated problem? Has the applicant identified concrete deliverables or outcomes?

Character Limit: 10000

Impact Score*

Scoring Options: 1 - 5 or N/A

Community Support

Has the applicant worked with the community served to develop the project? What evidence is presented to show that partners are committed?

Character Limit: 10000

Community Support Score*

Scoring Options: 1 - 5 or N/A

Collaborations and Partnerships

Does the applicant propose to collaborate with important partner organizations?

Character Limit: 10000

Collaborations and Partnerships Score*

Scoring Options: 1 - 5 or N/A

Budget Notes

Is the request in line with our average grant size? Are the expenses necessary? Is the budget inflated? Does the budget comply with the indirect costs policy?

Character Limit: 10000

Appropriate Budget Score*

Scoring Options: 1 - 5 or N/A

Financial Need

Will this funding have a significant impact on this organization's success and outcomes for the community served? If the grant is not awarded, will the project succeed? Has other funding been identified to complete and sustain the work?

Character Limit: 10000

Total Score (out of 30)*

Character Limit: 2

Approve?

Choices

Yes

No

Amount Recommended

Character Limit: 20

Evaluator Notes and Comments

Character Limit: 10000

Internal Review

Due Diligence Checklist (ADMIN ONLY)

Have you done the following?

- Run a charity check
- Confirmed they are eligible to receive grants based on their tax status

Choices

Yes

No

Staff Notes

Enter any notes from phone calls with applicant.

Character Limit: 10000