

Battle Creek Housing Commission Community Contribution Policy

Purpose: The Battle Creek Housing Commission (BCHC) aims to annually make funds available to support nonprofit and community organizations ability to offer community-building services for the residents of Parkway Manor, Kellogg Manor, Cherry Hill Manor, and Northside Homes as well as participants in its Section 8 Housing Choice Voucher program. 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.

Process: During the annual budget process, the Commission will designate an amount to be used for contributions to organizations that propose providing services to residents of their properties. A Request Application may be accessed on the BCHC website or by request through email.

Applications must be received by the Executive Director by the 15th of each month. Applications will then be reviewed by the BCHC's Board Commissioners at its next regular meeting. These meetings are held the fourth Tuesday of most months at 3:00pm. BCHC will present all grant awards in the form of a check or gift cards to the organization specified in the application.

All Applications must include a cover letter detailing the requesting organization's name, the specific purpose, and the amount requested. The cover letter must be written on the organization's official letterhead.

The Commission may require a final report of how funds were expended at the discretion of the Executive Director. All funds granted must be used for the purposes described in the application within one year of being granted or unused funds must be returned to BCHC.

Approved: Resolution 2023-01

October 25, 2022