

## Notification of Decision

Applicants will be notified promptly by mail following the board decision. Successful applicants will be required to sign a grant agreement and other documents.

Checks are typically presented at the next available board of directors' meeting or at an arranged meeting. From application deadline to the distribution of checks, the entire process will normally take from 45 to 60 days.

*The mission of the LaGrange County Community Foundation is to inspire and sustain, generosity, leadership and service.*

Helping community serving organizations fund their plans to meet critically important outcomes is what the community foundation's grant making program is all about. Call 260-463-4363 today for more information.



109 E Central Ave., Ste. 3  
LaGrange, IN 46761

P 260-463-4363  
F 260-463-4856  
[www.lccf.net](http://www.lccf.net)



LCCF is a member of the Council on Foundations and the Indiana Grantmakers Alliance and has been recognized in compliance with both national and state ethical and operational standards.



## Directions for Applying for a Grant



## Grant Making Guidelines

**LaGrange County Community Foundation (LCCF) reviews proposals and awards competitive grants two times per year.**

**Application deadlines are: May 1 and August 1.**

Non-profit organizations and qualifying government agencies serving the citizens of LaGrange County are invited to apply for a grant from LCCF through the foundation's application process.

The general policy of LCCF is to make grants for innovative and creative projects and programs that build community and are responsive to changing needs in the areas of, but not restricted to, education, health and human services, arts and culture, environment and recreation.

***Beginning fall 2008, all requests from schools, administrators and teachers and all requests for school related organizations and groups falling under the school's fiscal umbrella should be submitted to the LaGrange Independent Foundation for Endowments (LIFE) the philanthropic youth pod which has assumed responsibility for reviewing grants and making funding recommendations in those areas to the LCCF Board of Directors. The LIFE grants deadline is November 1.***

The community foundation operates without discrimination as to race, religion, sex or national origin in the consideration of grant requests. Please call the office to discuss a proposal or request an application.

## Get applications and details at [www.lccf.net](http://www.lccf.net)

The LCCF Grant Application is available online at [www.lccf.net](http://www.lccf.net) along with complete instructions for applying.

The following will be needed as part of an application (see website for details):

1. A brief description of the project or program to be funded, the proposed start and completion date, the amount requested and authorization from the board of directors to apply for the grant.
2. The organization's mission statement, history, service to community, partnerships and three professional references from individuals familiar with the group;
3. Explanation of funding need, grant requests submitted to other organizations, need to be addressed, benefit of project or program, number of people impacted, specific actions, key personnel and qualifications, and measurements of success;
4. Complete list of board of directors and principal occupations;
5. **Detailed program or project budget;**



6. Detailed copy of the organization's latest annual operating budget, audit, and/or prior year's financial statement;
7. A copy of IRS 501 (c) (3) determination letter.



## The Evaluation Process

After the proposal is received, an LCCF staff member or a member of the LCCF grants committee will review it to make sure that all the informational requirements have been met.

You may be contacted and asked to provide additional data or to host a site visit as part of the grants committee evaluation.

After careful evaluation of each proposal for that grant cycle by the entire grants committee, the committee will present recommendations for action to the LCCF Board of Directors at the next board meeting.

The board will weigh the recommendations of the grants committee against the LCCF mission and available funding. A decision regarding each proposal will be made—to fund in full or part, table action until another grant cycle, or deny funding.

All board decisions are final.