



# GRANT APPLICATION # \_\_\_\_\_

**Deadline to apply:** January 31, 2019

Please call ahead to discuss your funding need before submitting an application. The final application package requires one (1) original application and three (3) copies with required attachments. Each application must be stapled or clipped together, not placed in folders, binders or any other packaging. Submissions on electronic media, by e-mail or fax will not be accepted.

**Name of youth-serving organization** \_\_\_\_\_

**Employer Identification Number (EIN)** \_\_\_\_\_

**Contact person** \_\_\_\_\_ **Title** \_\_\_\_\_

**Organization mailing address** \_\_\_\_\_

Street Address or P.O. Box

City, State, Zip Code

(\_\_\_\_\_) \_\_\_\_\_

Telephone

Email

## Please check the box that best describes your organization:

- 501 (c) (3) Non-profit Organization (including local chapters of a larger organization)
- Organization working under another organization's 501(c) (3) fiscal sponsorship

Name of Sponsoring Organization \_\_\_\_\_

Employer Identification Number (EIN) \_\_\_\_\_

Contact Person \_\_\_\_\_

Organization Mailing Address \_\_\_\_\_

Street Address or P.O. Box

City, State, Zip Code

(\_\_\_\_\_) \_\_\_\_\_

Telephone

Email

- Government Agency or Public School
- Church w/o an IRS 501(c) (3) Determination Letter

## Project title that briefly describes the project or program to be funded:

\_\_\_\_\_

Proposed start date \_\_\_\_\_ Proposed end date \_\_\_\_\_

Amount requested \$ \_\_\_\_\_ Total project cost \$ \_\_\_\_\_

*Authorization from your board of directors or legally-empowered officer to apply for this grant -  
Principal or superintendent must sign for public or private school requests.*

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT SECTION ONE**  
**TELL US ABOUT YOUR ORGANIZATION**

**You must attach this sheet and the following information:**

1. Your organization's mission statement.
2. Your organization's history (and that of your local chapter, if applicable) - including a summary of recent charitable services to the citizens of LaGrange County.
3. A complete list of your organization's board of directors and their principal occupations. Public schools must provide a list of their elected school board. *With explanation, this requirement will be waived for government agencies without a board of directors.*
4. Identify the key personnel that will manage this program or project and describe their qualifications for this work?
5. The names, titles and telephone numbers of three (3) professional references, familiar with the work of your organization, but not on your present or past board or staff.
6. Community organizations or agencies that have you have recently partnered with to increase your organization's local effectiveness. Why were these partnerships effective?
7. Non-profit organizations must also include documentation for one of the options below:
  - a. If your non-profit organization has requested and received 501 (c) (3) non-profit status from the IRS, attach a copy of your organization's most recent and complete signed IRS 501 (c) (3) non-profit determination letter.
  - b. If your non-profit organization is a chapter or affiliate operating as a non-profit under the 501 (c) (3) status of a parent organization (i.e. a large conservation or youth organization of the same name), attach the IRS 501 (c) (3) determination letter from the parent organization and the most recent and applicable signed documentation from the parent organization confirming that this legal relationship exists.
  - c. If you are a non-profit organization working under the fiscal sponsorship of a separate 501 (c) (3) nonprofit organization (such as a community foundation or established youth organization), attach a copy of your fiscal sponsor's most recent signed IRS 501 (c) (3) determination letter and a Memorandum of Understanding on your fiscal sponsor's letterhead that is signed by that organization's executive director or authorized officer of the board of directors.

**IMPORTANT:** An IRS 501 (c) (3) determination letter is not required for government agencies or public schools. Churches may be asked to provide other documentation. Please call.



**ATTACHMENT SECTION TWO**  
**TELL US ABOUT YOUR FUNDING NEED**

**You must attach this sheet and the following information:**

1. Describe the **documented** need within LaGrange County that this program or project will address. Identify the source and method of this documentation.
2. Describe how this program or project will address this need and **measurably** improve the quality of life for the residents of LaGrange County. Please be specific.
3. Describe how many and which LaGrange County residents will **directly benefit** from this program or project – *i.e. 20 unemployed families with small children will receive food or 200 learning-disabled young people ages 10 – 15 will learn a specific essential skill.*
4. In the planned order of occurrence, describe the **timeline of the key actions** your organization will take to initiate or upgrade this new or existing program or project during the grant program period?
5. If the grant is awarded, you will be required to submit a final grant report. What specific **measurements** will you use to evaluate the success of your program or project?
6. List all grant requests to other organizations **specific to this program or project** that have been approved, are pending or have been denied. Use the format below:

<u>ORGANIZATION</u>	<u>REQUEST</u>	<u>APPROVED/PENDING/DENIED</u>
i.e. ABC Foundation	\$5,000.00	Approved     \$3,000.00
i.e. XYZ Foundation	\$2,000.00	Denied

**IMPORTANT:**

*Government agencies, public schools and churches are not eligible for competitive grants for general operating expenses from LIFE nor does LIFE offer competitive grant opportunities to any organization or agency for the relief of previously incurred debt. Non-profit organizations, government agencies, public schools and churches are all eligible to apply for grants from LIFE in support of specific charitable programs and projects that serve youth; are readily accessible to the general public and are non-political and non-denominational in their purposes.*

*All requests for support for schools at the department or classroom level and any extracurricular activities under the fiscal sponsorship of a public and private school will be referred to the Community Foundation's LIFE Youth Philanthropy Group for consideration and must be submitted within LIFE grant cycles using the LIFE grant application.*



**ATTACHMENT SECTION THREE**  
**TELL US ABOUT YOUR FINANCIAL SITUATION**

**You must attach this sheet and one of the following two documents:**

1. To request funding for a unique project or program, provide a copy of the line-item budget for the project or program. This budget **must** include all planned **revenue** and **expenses** relevant to the specific request. Requests with incomplete budget information will not be considered for an award. Call if you have questions.
2. To request funding for (short-term) general operating support, provide sufficient information to describe the predicted financial shortfall. At minimum this requirement will include a line-item budget of your organization's anticipated revenue and expenses. Requests with incomplete budget information will not be considered for an award. Call if you have questions.

**OPTIONAL**

Applicants are encouraged but not required to provide any additional financial, statistical or anecdotal information that may better inform the LIFE Grants Committee regarding the organization's financial needs. These may include but are not limited to:

1. Most recent annual reports including a statement of financial position (balance sheet) and statement of activities (income statement). This would be especially useful for request for (short-term) general operating support.
2. Certified audits
3. IRS 990 tax returns
4. Marketing materials, and press releases, photographs and maps.

\* This documentation may not exceed 8.5 x 11 inches in size.

