



Grant Criteria Guidelines and Application Worksheet

Overview

- The Foundation has established two grant programs; an Annual Grant is available once per year during the month of September, and a Mini Grant is available at all times.
- Grants are bestowed to qualifying non-profit organizations doing business within the Western Placer Unified School District (WPUSD) boundaries.
- Currently, Annual Grants may be awarded for a maximum of \$5,000 and can be applied for only in September of each year.
- The Mini Grant funds projects up to \$750 and be applied for at any time during the year.
- Grant funds must be used within the calendar year received (by December 31st) or be refunded to LCF (*no funds are rolled over to the following year*).

Worksheet

The [online grant application](#) is partnered with this worksheet.

It is highly recommended that you print out and utilize this worksheet prior to filling out the online application.

The online application must be completed in one sitting; it cannot be started, saved and completed later.

The grant application page is here: <https://www.lincolncommunityfoundation.org/grants/application/>

For questions or more information, please contact: president@lincolncommunityfoundation.org.

The Mini Grant

The Lincoln Community Foundation accepts mini grant applications throughout the year.

Mini grants may be awarded for a maximum of \$750.00.

The Grant Review Committee will review the application at the following Committee or Board meeting. The Board reserves the right to vote on the application at the following meeting, which may be two months later. The Grant/Project Manager will be notified of the Board's decision by email.

Funds will be released after Board approval. The Grant/Project Manager will be required to sign the **Lincoln Community Foundation Grant Agreement** in advance of receiving the funds.

Grantees shall submit a final grant project report using the [Grantee Summary Report](#) form available on the LCF Web site Grants page. This final report is due upon completion of the project or by December 31 at the latest. (*Grantees may choose to use their own reporting format, including receipt copies when possible, if all the applicable information on the Grantee Summary Report form is provided.*)



The Annual Grant

Funding

- The maximum grant awarded for each year is determined on an annual basis. Currently, Annual Grants may be awarded for a maximum of \$5,000 dollars.
- Grant funds must be used within the calendar year received (by December 31) or be refunded to LCF (no funds are rolled over to the following year).
- Approval of a grant to an organization in no way implies that funding will be awarded again in subsequent years to the same organization.

Application Window

- The LCF Annual Grant application window is open from **September 1 to September 30**, each year. ***Applications received outside this time period will not be accepted.***
- Online applications which are accepted by LCF will fund projects from **January 1 through December 31**, the following year.

Notification

- The Grant Review Committee will notify all applicants of the LCF Board of Director's decision via email by mid-December.
- Funds will be released in January and awarded at a Lincoln City Council meeting.
- Announcement of grantees will be posted on our Web site in January, after the City Council presentation.

Reporting

- The Grant/Project Manager will be required to complete a **Lincoln Community Foundation Grant Agreement** in advance of receiving the funds.
- Grantees shall submit two grant project reports using the **Grantee Summary Report** form, which can be found on our Web site Grants page. *(Failure to submit reports on time will disqualify the grantee from receiving future LCF funds.)*
 - Mid-Year Status Report due June 30
 - Final Report due Dec. 31
(Grantees may choose to use their own reporting format, including receipt copies when possible, if all applicable information on the Grantee Summary Report form is provided.)

Calendar of Important Dates *(Dates are the same each year.)*

September 1	Application is available to the public online here: https://www.lincolncommunityfoundation.org/grants/application/
September 30	Annual Grant Application final due date.
December	Announcement of Grantees
January	Grant Funding Ceremony: Lincoln City Council Meeting
June 30	Mid-Year Status or Final Report due
December 31	End of Contract and Final Report due



Grant Criteria Guidelines (Annual and Mini)

Purpose: The purpose and mission of the Lincoln Community Foundation (LCF) is “*Working with Neighbors to Build a Dynamic Community*”. We strive to accomplish this through funding selected projects of non-profit, community-based organizations.

Who can apply:

- Non-profit organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code; OR
- Non-incorporated groups with a 501(c)(3) fiscal sponsor (these groups must partner with a qualified organization for fiscal management of the grant).
- Organizations that serve the needs of residents residing within the Western Placer Unified School District (WPUSD) area.
- If the applicant is a faith-based organization, it must demonstrate that it operates a social service program or activity that is open to the public.
- Government and education entities.
- *(One application per project will be accepted.)*

Restrictions: The Foundation makes grants to nonprofit organizations only (*no grants to individuals*). Foundation grants are **not** awarded for:

- Debt reduction
- Fundraising events
- Religious activities
- For profit entities
- Applicants requesting personal assistance
- Partisan political activities
- Organizations that discriminate on the base of age, race, gender, national origin, ethnicity, veteran status, sexual orientation or disability.
- Salaries or overhead operating expenses (*cost of doing business or administrative costs*).

Time period: Grants are made for one calendar year only and must be expended within that year.

Funding priorities and limitations: Funds received from the LCF are to be used exclusively for the proposed designated program and/or project as defined in the application and in the LCF Approval Response Letter. Grant funds cannot be applied to other applicant expenses that are not approved by LCF. Applications that increase or expand service levels, or establish new programs, services or activities, or are in cooperation and collaboration with existing community groups, will be looked upon most favorably. Grant funds must be used for the purposes specified in the grant application submittal and the LCF approval letter or must be returned to LCF.

Criteria: The LCF Board of Directors and the Grant Review Committee determine funding levels based solely upon the materials submitted by the applicant organization. Please read the application carefully and provide direct and succinct responses to the information requested in order to best assist the Committee in making their selections.



The Foundation reserves the right to fund less than the amount requested. All funding decisions are final; the Foundation will not entertain appeals.

In considering grant applications, the Committee will review the following:

- **Non-profit Agency Status:** Funding is provided to agencies determined by the IRS to be a non-profit tax exempt organizations (i.e.: Section 501(c)(3) of the IRS Code) or organizations acting in partnership with 501(c)(3) organizations.
- **Partnerships:** Applicants are encouraged to establish partnerships and coordinate their services with other service providers. The Committee will review the extent to which the applicant complements rather than duplicates the services of other community organizations. Significant collaborations must be documented by virtue of a written agreement.
- **Benefit to Lincoln Area Residents:** The Foundation was established to improve the “quality of life for the Lincoln area community”, defined by the boundaries of the Western Placer Unified School District (WPUSD). As such, it is imperative that the grant application, as well as follow-up reports, clarify the number of residents in the greater Lincoln area that will be or have been assisted by the grant. If the applicant cannot accurately quantify the number of Lincoln residents to be served by the grant, the applicant must clearly describe the types of results expected and the anticipated impact the program will have upon the community.
- **Grant/Project Manager:** Identify the person that is responsible for the application, execution and progress/summary reports of the grant issued.
- **Fiscal Responsibility:** The applicant is expected to demonstrate the fiscal responsibility and have the management qualifications necessary to successfully execute the program being funded.
- **Monitoring Efforts:** The Grant/Project Manager’s responsibility includes submitting written reports to the LCF Grant Review Committee regarding the progress of the project. Mid-Year and Final Grantee Summary Reports must describe how the funds were spent and how the project benefited the community. Please submit a success story addressing how the LCF grant impacted your organization and the constituency your organization serves.

LCF Application Review Process: All grant proposals are reviewed by the Grant Review Committee which then makes funding recommendations to the LCF Board of Directors for final approval. The Grant Review Committee prioritizes projects that promise the greatest impact and most effective use of the community’s donations over the long-term and that successfully addresses the following:

- **Capacity of the organization:** How well does the organization’s board, volunteers and staff demonstrate the skills, experience and commitment to carry out the proposed project?
- **Organization mission and funding focus:** To what extent does the project relate to the LCF’s core mission and funding availability?
- **Need for project:** Is this project appropriate for the area or population it intends to serve, does it have community support, and will it involve collaboration with other organizations?
- **Goals and methods:** Does this project have clear and measurable goals that will result in a meaningful improvement to our community?
- **Budget and project sustainability:** Is the project budget realistic and will the project continue to be sustainable after an investment from the Foundation?



Grant Application Worksheet

Part A: Online form fields: 2 pages -- These are just for reference. You can manually write in your information here, or elsewhere, using the fields below as guides. * indicated required fields.

Applicant/Project Information	
Agency Name *	Agency Mailing Address *
Agency Phone *	Agency Website
Federal Tax ID# *	Grant/Project Manager Name *
Grant/Project Manager Phone *	Grant/Project Manager Email *
Project Name *	Amount Requested: * (Mini Grant: up to \$750; Annual Grant: up to \$5,000)
Project is: <input type="radio"/> New <input type="radio"/> Existing <input type="radio"/> Renewal	
Geographic & demographic service area: Ages Served:	Number of people benefiting from grant:
Project category: <input type="radio"/> Health Services <input type="radio"/> Educational Services <input type="radio"/> Cultural/Arts <input type="radio"/> Community Improvements <input type="radio"/> Environmental <input type="radio"/> Other *	
* Other category:	
How will LCF be recognized?	



Grant Proposal
Write one (1) paragraph per each topic below:
History & Mission: Describe your organization and its mission (who).
Need/Problem: What is the issue or core problem (what, when, where, why)?
Goal & Objectives: Define the project goal and objectives for which you are requesting funds and the problems it will address (how).
Timeline: Describe the range or timeline for your project (beginning to end).
Evaluation: Describe how you will evaluate the proposed program and its success.
Partnerships: Do you intend to establish partnerships with other entities to help with this project? <input type="radio"/> Yes <input type="radio"/> No
If Yes, please list all other entities you have contacted for the purpose of securing additional funding for this project and describe their contributions.



Part B: Grant Project Budget Form - Attachment #1 You can print & fill this form out by hand, OR, to type in your information, download this MS Word form: (both must be saved in .pdf format) <https://www.lincolncommunityfoundation.org/grants/lcf-grant-project-budget-form.docx>

Agency Name:	
Project Name:	
Total Project Budget \$:	
Amount Requested from LCF \$:	

Sources of Funding	Secured	Pending	\$ Amount
1. Lincoln Community Foundation		X	
2.			
3.			
Total revenue from ALL sources for this project (include proposed funds from LCF):			

OVERALL PROJECT BUDGET This section is the entire project budget.	Estimated Costs
Project Expenses (list estimated expenses for the whole project):	\$
Total Overall Project Budget:	

LCF GRANT BUDGET This section is the LCF grant portion of the above overall project, if different from above.	Estimated Costs
Project Expenses (list estimated expenses that the LCF grant covers):	\$
Total LCF Grant Budget (should equal amount requested from LCF):	



Part C: List of Documents to Attach

Note: Please save or export your Word or Excel documents as .pdf files for uploading.

Attachment #1: Grant Project Budget Form (form Part B on page 7) ** this is a required upload*

Attachment #2: Organization's current operating budget

Attachment #3: Organization's Profit & Loss statement

Attachment #4: Evidence of 501(c)(3) tax exemption status

Attachment #5: A list of the members of your Board of Directors and their primary board responsibility.