

## Annual Grant Application Information

Annual Grant Applications are now being accepted by the Lincoln Community Foundation (LCF) to fund projects from **January 1, 2019 through December 31, 2019**. Application packets are available at the Lincoln City Manager's office or on the LCF website: <http://www.lincolncommunityfoundation.org/>.

- Grants may be awarded up to a maximum of \$5,000.00.
- Projects must address the needs of people residing within the Western Placer Unified School District (WPUSD) boundaries.
- Grant funds must be used within the calendar year awarded (by Dec. 31) or be refunded back to the LCF. No funds are allowed to roll over to the following year.
- Applications will be accepted until 5 pm on Friday, September 28, 2018.
- Only one application per non-profit will be accepted.
- **Late applications will not be accepted.**

### Calendar of Important Dates:

September 1, 2018	Application packet is released to the public. Visit City Manager's Office or see website: <a href="http://www.lincolncommunityfoundation.org/">http://www.lincolncommunityfoundation.org/</a> .
September 28, 2018	Applications are due by <b>5:00 pm</b> at City Manager's Office
December 2018	Announcement of Grantees (Grant Award Recipients)
January 22, 2019	Grant Award Ceremony at Lincoln City Council Meeting
June 30, 2019	Mid-Year Status or Final Report due
December 31, 2019	End of Contract and Final Report due

### Mission Statement: Working with Neighbors to Build a Dynamic Community

**Website:** <http://www.lincolncommunityfoundation.org/>

**Contact:**

Pam Mathus, Secretary  
Lincoln Community Foundation  
City of Lincoln  
City Manager's Office, First Floor  
600 Sixth Street  
Lincoln, CA 95648

## Grant Criteria Guidelines

**Purpose:** The purpose of the Lincoln Community Foundation (LCF) is to cultivate Lincoln philanthropy and stewardship by funding selected non-profit community-based projects. The mission of the LCF is Working with Neighbors to Build a Dynamic Community.

**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 non-profit organization for fiscal management/oversight of the grant).
- Organizations that serve 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 general public (without proselytizing).
- Government and education entities.

**Restrictions:** The Foundation makes grants to non-profit organizations only (no grants to individuals). Foundation grants are not awarded for the following purposes:

- 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 (administrative costs)

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

**Amount of grants:** The maximum amount an applicant may request is \$5,000.00. LCF reserves the right to partially fund requests as long as partial funding does not jeopardize the successful completion of the applicant's project. Approval of a grant to an organization in one year does not guarantee that future funding will be awarded again in subsequent years to the same organization.

**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 the 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 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.

When considering grant applications, the Grant Review Committee will review the following information contained within the proposal:

- **Non-profit Agency Status:** Funding is limited to agencies determined by the IRS to be a non-profit tax exempt organization, 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. Grant applications that include significant collaborations and partnerships must be documented by virtue of a written agreement or Memorandum of Understanding and included in the grant application submittal.
- **Benefit to Lincoln Area Residents:** The LCF 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 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 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 it 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 annual grant proposals are initially 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 address the following:

- **Capacity of the organization:** How well does the organization’s board, staff and volunteers 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 Lincoln Community Foundation’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, is it unique or duplicative, 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 is the project sustainable after an investment from the Foundation?

**Application Submittal Information and Grant Recipient Requirements:**

- Annual grant applications are typically available in September on the LCF website: <http://www.lincolncommunityfoundation.org/> or at the City of Lincoln Manager's office, 600 Sixth Street, City Hall first floor.
- One original copy of the application must be received c/o Pam Mathus, City Manager's Office, no later than 5 pm on the last business day of September. Postmarks are not accepted.
- The Grant Review Committee will notify all applicants of the LCF Board of Director's decision by email, and announcement of grantees will be posted on our website.
- Funds will be released in January and awarded at a Lincoln City Council meeting. The Non-profit Executive Director or Grant/Project Manager will be required to complete and sign a **Lincoln Community Foundation Grant Agreement** in advance of receiving the funds.
- Grantees shall submit grant project reports using the **Grantee Summary Report** form available on the LCF website.
  - Mid-Year (or Final Report) Status Report due June 30
  - Final Report due Dec. 31(Grantees may choose to use their own reporting format, including receipt copies when possible, as long as all applicable information on the Grantee Summary Report form is provided).
- Failure to submit reports on time will disqualify the grantee from receiving future LCF funds.
- All funds must be spent within the calendar year (deadline Dec. 31).
- Any unused funds shall be returned to LCF for deposit back into the Lincoln Community Foundation's Grant Fund.

See Page 1 for the Calendar of Important Dates.

For questions or more information, please contact the LCF Grant Review Committee Chair: Ellen Fickewirth, 916-996-2887, [fickewirthe@hotmail.com](mailto:fickewirthe@hotmail.com)

## Annual Grant Application Checklist

Your Grant Application Submittal must include the following:

- **Cover Sheet form** ([Attachment A](#))
- **Grant Proposal** (Maximum one page using 11 point minimum font size).
  - Mission Statement
  - Brief Organizational History
  - Need Statement: Define the need or core problem (who, what, when, where, why).
  - Goal & Objectives: List measurable project goals and objectives for which you are requesting funds.
  - Timeline: Describe the timeline for your project from beginning to end.
  - Evaluation: Describe how you will evaluate program success.
- **Grant/Project Budget form** ([Attachment B](#))
- The organization's current annual operating budget.
- The organization's most recent Profit & Loss statement.
- Evidence of 501(c)3 Federal tax exempt status.
- A list of your Board of Directors with primary board responsibility.

All of the above information is due by 5:00 pm, on the LAST BUSINESS DAY of September.

All proposals (hard copy or electronic) submitted after the 5:00 pm deadline will not be accepted.

Please submit only one copy (unstapled) of all requested documents. Additional attachments or pages not requested will not be considered.

Mail or deliver complete grant application submittal to:

C/o Pam Mathus, Secretary  
Lincoln Community Foundation  
City of Lincoln  
City Manager's Office, First Floor  
600 Sixth Street  
Lincoln, CA 95648

**Annual Grant Application**  
One-Year Funding

**ATTACHMENT A: COVER SHEET** (applicants must use this form)

<b>Agency Name:</b>	
<b>Mailing Address:</b>	
<b>Phone:</b>	
<b>Website:</b>	<b>Federal Tax ID#:</b>

<b>Grant/Project Manager:</b>
<b>Grant Manager Phone:</b>
<b>Grant Manager Email:</b>

<b>Project Name:</b>
<b>Amount requested: \$</b>
<b>Project is:</b> <input type="checkbox"/> new <input type="checkbox"/> existing <input type="checkbox"/> renewal (previously funded by LCF)
<b>Geographic &amp; Demographic service area to be served:</b>
<b>Ages served:</b>
<b>Number of people benefitting from grant:</b>
<b>Project category:</b> <input type="checkbox"/> Health Services <input type="checkbox"/> Educational Services <input type="checkbox"/> Cultural/Arts <input type="checkbox"/> Community Improvements <input type="checkbox"/> Environmental <input type="checkbox"/> Other (explain)
<b>How will LCF be recognized?</b>

*As the Grant/Project Manager, I understand that I am responsible for fiscal oversight of the funds received by LCF for the program/project stated herein.*

<b>Signature:</b>	<b>Print Name:</b>
<b>Title:</b>	<b>Date:</b>

Mission Statement: Working with Neighbors to Build a Dynamic Community



**ATTACHMENT B: GRANT/PROJECT BUDGET** (applicants must use this form)

<b>Agency Name:</b>	<b>Project Name:</b>
<b>Amount requested from LCF: \$</b>	<b>Total project budget: \$</b>

**SOURCES OF PROJECT SUPPORT** (include cash, in-kind, other):

Source	Secured	Pending	Amount
1. Lincoln Community Foundation		X	\$
2.			\$
3.			\$
4.			\$
Total revenue from ALL sources for this project (use additional pages if needed):			\$

<b>OVERALL PROJECT BUDGET</b> (this section must list ALL project budget expenses)	<b>Estimated Costs</b>
<b>Project Expenses (list estimated expenses for the entire project):</b>	
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Overall Project Budget:</b>	\$

<b>LCF GRANT BUDGET</b>	<b>Estimated Costs</b>
<b>Project Expenses (list estimated expenses that the LCF grant covers):</b>	
	\$
	\$
	\$
	\$
<b>Total LCF Grant Budget (should equal amount requested from LCF):</b>	\$