



Lyons Community Foundation Serving the Greater Lyons Area

A FUND OF THE COMMUNITY FOUNDATION BOULDER COUNTY

Lyons Community Foundation
PO Box 546
Lyons CO 80540
720-29-LYONS
www.LyonsCF.org

2017 Grant Application Format

Please complete the following requirements and then save the document to your computer. For submittal to LCF, email the application to: grants@lyonscf.org -- by Friday, September 8, 2017. Please do not submit applications before August 1, 2017.

Submit the application as an attachment to your email as a Microsoft WORD (.doc) or PDF (.pdf) document. **Application must be submitted as one document.** All submissions must be **received** by LCF by 5 pm Mountain Time on **September 8, 2017**. Late submittals will not be considered.

Please note: In order to maximize our financial support to the Greater Lyons Community, grant award winners will not receive a complimentary ticket to the LCF Gala in November. Since the Gala is a primary fundraising event for LCF, this allows us to have more funds available to grant to worthy organizations. Thank you for understanding. Grant awards winners will be listed in the Gala Brochure and LCF will host a separate reception for the grant recipients.

For additional information and guidance in preparing the grant application, please refer to the Grants Guidelines below.

Application Requirements:

Cover letter (one page).

Summary Sheet, with the following information (one page).

- Organization Name, Mailing Address, Phone Number, Website, Email Address (Add same information for fiscal sponsor if applicable).
- Name of Executive Director and Contact Person (if different).
- Tax ID # of organization or fiscal sponsor. *Please provide written proof of the IRS tax-exempt, Section 501(c)(3), status of your organization or your fiscal sponsor (e.g., IRS tax-exempt determination letter).*
- Year organization established.
- Mission Statement of organization.
- Amount Requested.
- Name of project for which funding is requested.
- Brief summary of project for which funds are being requested.

Narrative (4 pages maximum).

- Provide a complete description of the project requesting funding and how the funds will be used.
- The issues, criteria, and considerations that will be used to review the grant application are found in the Grants Review Criteria section of the Grants Guidelines found on the LCF webpage.

Budget and Funding (two pages maximum).

- Provide a budget for the project requesting funding which includes anticipated revenues and expenses.
- Provide a listing of all other sources of revenue for the project, including all other foundation support. List which sources are already approved, pending, and anticipated.
- Provide any annual reports, audited financial statements, or other fiscal year or year-end accounting from the previous two years (additional pages allowed).

Staff and Board (one page maximum).

- Provide a listing and description of the Board of the organization requesting funding.
- Provide a list and description of the organization's staff, and their qualifications for managing the project, budget, and funds.

Unless separately requested by LCF, please do not send news clippings, photos, or other attachments.

2017 Grant Application Guidelines

Thank you for your interest in applying for a grant from the Lyons Community Foundation (LCF), a fund of The Community Foundation Serving Boulder County. The LCF grant recipients are our partners in achieving the LCF mission, and we look forward to the opportunity to work with organizations serving the Lyons area. These grant guidelines are presented to you from the LCF Advisory Board.

The mission of LCF is to improve the quality of life, build a culture of giving and encourage positive change for the Greater Lyons Area.

A few key points about LCF grant-making:

- The Lyons Community Foundation makes grants to eligible tax exempt, nonprofit organizations or public agencies through a defined process.
- Grants awarded in 2017 will be made from the LCF gift fund. This means that the granting budget will be determined by the funds raised throughout this year and into the fall.

- The LCF Advisory Board will make final granting budget decisions as late into the granting cycle as possible to allow for more funds to be raised and used for grant awards.
- All grant applicants must be located and/or provide services in the Greater Lyons Area.
- **Grant applications must be *received* on or before September 8, 2017 at 5:00 pm Mountain Time (electronic submission required).** Applications may be submitted starting on August 1, 2017.
- Grant applicants must use the format and applications contained in this document.
- The grant review committee will follow the Grants Review Criteria detailed below and will rate each application on its own merit.
- Funding of grants will be recommended by the LCF Grant Review Committee and ratified by the LCF Advisory Board.
- Grant amounts range from a minimum of \$500 to a maximum of \$5,000.
- As a community foundation, LCF is able to grant to a broad range of needs, projects and opportunities.

Applications must be received by 5:00 pm on Friday, September 8, 2017.

Applications must be submitted as an attachment to electronic mail (email) to the following: **grants@lyonscf.org** -- by Friday, September 8, 2017. Please do not submit applications before August 1, 2017.

Submit the application as an attachment to your email as a Microsoft WORD (.doc) or PDF (.pdf) document. ***Please submit the application as one document.*** All submissions must be received by LCF by 5 pm Mountain Time on September 8, 2017. Late submittals will not be considered.

A confirmation that your application was received will be sent to the contact person's email listed on the application.

Please submit questions well in advance of the September 8, 2017 deadline. After carefully reviewing these Grant Guidelines and the Grant Application Format, if you have additional questions, please contact the LCF at 720.295.9667 or email questions to grants@lyonscf.org.

About the Lyons Community Foundation

The mission of the Lyons Community Foundation is to improve the quality of life, build a culture of giving and encourage positive change for the Greater Lyons Area. A group of Lyons area residents committed to establishing a local foundation started meeting in the fall of 2007. The original nine members of the LCF Advisory Board developed the mission statement and started plans to raise funds. LCF has been awarding grants since 2008.

LCF History of Grant-making

Currently, LCF has one granting cycle annually making awards in the fall. In 2008, during its annual granting cycle, LCF awarded approximately \$25,500 to eleven recipients. In 2009, LCF awarded approximately \$33,500 to eighteen recipients. In 2010, LCF awarded approximately \$36,000 to sixteen recipients. In 2011, LCF awarded approximately \$40,000 to nineteen recipients. In 2012, LCF awarded approximately \$50,000 to 24 recipients. Included in these grantees is an ongoing project, the Lyons Emergency Assistance Fund (LEAF), (formerly the Basic Needs Emergency Fund). LEAF is managed by the Lyons Community Church for families and individuals with short-term, urgent needs requiring financial assistance. For a complete listing

of grant recipients, please visit the LCF website. In 2016, LCF awarded approximately \$40,000 to 19 recipients. Reviewing lists of previous grant recipients will give you an idea of what was funded and the amounts. However, please know that available funds and the review committee will change and this does not necessarily tell you what will be funded in 2017. Each application is reviewed by an independent review committee and rated on the merit of the application.

Please note that this grant process is separate from LCF's Rebuild Lyons bi-monthly grant process, which are directed solely at flood relief.

General Grant Application Guidelines, Restrictions and Conditions

Eligibility

Any United States not-for-profit, federally tax-exempt organization (section 501(c)(3)), or public agency may apply for a grant from LCF, assuming that the applicant meets all other requirements as stated in the guidelines.

Eligible organizations include nonprofit organizations, governmental entities and nonprofit educational institutions. If you are using a fiscal agency, this fiscal sponsor must meet requirements of a tax exempt organization and follow these grant guidelines and format.

All grant applicants must be located and/or providing services in the Greater Lyons Area. The geographic region considered the Greater Lyons Area generally includes east of Allenspark, west of Hygiene, north of Nelson Road and south of Blue Mountain.

Previous grant recipients are eligible to apply in 2017. **However, a previous grantee may not apply for a new grant until it has submitted a final report detailing the use of the previous grant. This report may be submitted concurrently (as a separate document) with the new application but in no case after September 8, 2017. The final report must be electronically submitted to the same email addresses as the grant application. Previous funding is no guarantee that future funding will be awarded. New applications will be considered on their own merits.**

Application Format

Applicants must use the 2017 Grant Application Format when submitting requests to the Lyons Community Foundation for funds (see above).

Grant Amounts

The minimum amount that will be considered for a grant award is \$500 and the maximum is estimated to be at \$5,000. It is possible that applications will be awarded partial funding.

After Submitting the Grant Application

A confirmation email receipt will be sent to the applicant contact person. Please contact LCF only if you have not received this confirmation within ten (10) days from when you submitted your application.

After your application is reviewed for compliance and completeness by the LCF Advisory Board, the applicant contact person will be contacted only if there are questions. After the grant review committee has reviewed your application, you will be contacted only if there are questions.

Grant Award

It is possible that grants approved by LCF will be awarded partial funding. This will depend on the grant budget. The Lyons Community Foundation Advisory Board will make a public announcement of the grant awards. Grant recipients are expected to use the funds according to their approved application. Any variance in the use of funds will require approval from the LCF Advisory Board in advance of modifications.

Please note: In order to maximize our financial support to the Greater Lyons Community, grant award winners will not receive a complimentary ticket to the LCF Gala in November. Since the Gala is a primary fundraising event for LCF, this allows us to have more funds available to grant to worthy organizations. Thank you for understanding. Grant awards winners will be listed in the Gala Brochure and LCF will host a separate reception for the grant recipients.

Post Grant Award Information

The LCF grant award is a legal mechanism for funding. The grant award is for a period of one year starting at the time of award. Each grant recipient is expected to provide LCF with a report on use of funds within one year of award (or by September 8, 2017 if the recipient is applying for a new or renewal grant) and progress reports may be requested by the LCF Advisory Board throughout the year.

Review Process

Applicants should write their grant applications with the understanding that the review committee members may not know about the need, their project, or their organization. The independent grant review committee will recommend funding to the LCF Advisory Board for approval. The LCF Advisory Board has the authority to make grant award decisions.

The grant review committee is an independent group of volunteers representing the Greater Lyons Area. The membership of this committee is not made public and selection is from an application process. Members broadly represent the community of Lyons.

The grant review committee will follow the Grants Review Criteria detailed below and will rate each application on its own merit.

Each application received undergoes an initial review to verify compliance with the published guidelines and to ensure the application is complete. This is conducted by members of the LCF Advisory Board. If complete, copies are forwarded to the grant review committee. The

committee is allowed time to thoroughly review the applications and score each prior to a meeting to discuss and determine award recommendations.

If you are not planning to apply for funds and are interested in serving on the grant review committee, please complete a copy of the application found on the LCF webpage.

Grants Review Criteria:

Overall Project Attributes

How does this project fit with the LCF mission? How does your project fit with the needs of the community? What does your organization want to accomplish through this project? Is this in line with community needs? Is it in line with your organization's mission? Does your plan address how you will accomplish your goals and address your community in an appropriate manner? Does your organization have the capacity to implement and manage this project? Is this project unique or does it support other efforts or does it duplicate other efforts? Should your project include partners?

Organizational Factors

- The applicant appears to have sufficient resources to successfully execute the project described in the application.
- The applicant appears to have sufficient expertise to successfully implement the project described in the application.
- The proposed project seems to be in alignment with the organization's purpose.
- The applicant provides a brief overview of current programs offered including those that relate to the proposed request for funds.

Project or Proposal Design

- The applicant has demonstrated, using evidence, that there is a need for this request.
- Described in the application is information on how this project adds value to the community.
- The goals, objectives and expected outcomes are specific, measurable, achievable, realistic and presented with a time line.
- A work plan for implementing the project is outlined.

Evaluation

- The applicant has developed an appropriate plan with measures for evaluating the implementation of the proposed project.
- It appears that the applicant has the capacity to implement the evaluation plan as described.
- The applicant has identified ways in which the organization will learn from and use the information gathered through its evaluation activities.

Collaboration, Inclusiveness and Volunteers

- The applicant includes information about working with other organizations to achieve goals.
- The application describes the appropriate use of volunteers.
- Applicant describes how the organization conducts community outreach; communicates with the community, its membership and/or its target audience.
- The applicant is receptive to collaborate and coordinate with other organizations and groups.

Planning and Sustainability

- The organization has a strategic plan in place that is used for planning its future.
- The organization's method of developing its strategic plan is described.
- Issues and opportunities are listed for the organization's future.

- The applicant has demonstrated how the program and its impact will be sustained long-term.
- The applicant has the resources (financial, personnel, partnerships, volunteers) needed to sustain their effort.

Budget

- Budget includes revenues and expenses, presented in an understandable way.
- Budget is reasonable and appropriate, and matches the proposed request.
- The budget has a strong correlation with the goals, objectives and the activities described within the application.
- Financials presented are current, year-to-date or most recent reporting period.
- Year-end financials are included.
- Sources of income are listed, including other foundation support, as well as in-kind (donated goods and services) if applicable.

Governance, Administration, Management, Leadership

- The governance Board of Directors (or equivalent) is listed with qualifications and a brief description of duties.
- The Board's (or equivalent) involvement in advancing the mission of the organization is described.
- The support of the Board (or equivalent) to the organization is evident.
- The staff is listed with qualifications and a brief description of duties.
- The staff is qualified to manage the project and the funding.

Preparing a Grant Application – general information

Submit a clear, concise and realistic application. Submit a complete application and follow these grant guidelines. Assume that the grant review committee is not familiar with your organization or your project. Remember that funding is never guaranteed. Grants should generally address the mission of the grant-making organization. Applications that include evidence about the need, using data and resources will assist in the grant review process to support your case for funds. If you have questions, please be certain to review all information and materials before making your contact to LCF.

The Grant Application Consists of the Following (follow the required Grant Application Format above):

Cover letter (one page).

Summary Sheet (one page).

Narrative (4 pages maximum).

Attachments (Budget/Funding, Staff/Board, Proof of current IRS 501(c)(3) status).

Unless separately requested by LCF, please do not send news clippings, photos, or other attachments.