

LICF COMPETITIVE GRANTS APPLICATION INSTRUCTIONS

Program Areas: Arts, Community Development, Education, Environment, Health*, Hunger, Mental Health, Technical Assistance, Youth Violence Prevention

* Proposals in the **HEALTH** category are reviewed **ONLY** in Cycle 3.

CYCLE 1	CYCLE 2	CYCLE 3
Deadline: January 8, 2018	Deadline: April 9, 2018	Deadline: August 13, 2018
Decisions: End of March	Decisions: End of July	Decisions: End of November

IMPORTANT INFORMATION

- ❖ Applications must be **RECEIVED** by the deadline date; please allow sufficient time for mail delivery. Hand-delivered applications will be accepted until 3:00 p.m. Please mail/deliver to:

Jeannie DeMaio, Grants Administrator
Long Island Community Foundation
900 Walt Whitman Road – Suite 205
Melville, NY 11747

- ❖ We do **not** offer online submission - all forms are PDF fillable and must be downloaded from the website and then saved to your computer. Modifications or substitutions of LICF forms is prohibited.
- ❖ Please do not leave any sections blank; if not applicable, indicate by N/A.
- ❖ Only one application per organization per calendar year is permitted.
- ❖ If you have a current grant, you are **not** eligible to submit a new funding request until your program/project has been completed, funds have been fully expended, and a final report has been submitted.

PREPARATION/ASSEMBLY

- ❖ All pages must be typed using a minimum 12pt font, single-spaced on 8 ½ x 11 white paper
- ❖ Do not include superfluous pages (table of contents, title pages, etc.) or binders, folders, etc.
- ❖ We are unable to distribute supplementary materials (photos, DVD's, brochures, media etc.).

A COMPLETE APPLICATION CONSISTS OF THE FOLLOWING:

ORIGINAL, single-sided, unstapled (attach with binder clip)

(3) COPIES, double-sided and stapled.

Please collate in the following order:

- ❑ LICF Proposal Cover
- ❑ List of Members of the Governing Board (*Put an E next to the names of the Executive Committee, if applicable*)
- ❑ LICF Proposal Summary
- ❑ Proposal Narrative (*instructions on p. 2*)
- ❑ LICF Program/Project Income & Expense Budgets
- ❑ Current Year, Board-approved Operating Budget
(*If you are a university or municipality, submit operating budget for your specific department only*)

FINANCIALS

- ❑ Please include **ONE copy only** of your most recent audited financials, if available.
- ❑ Form 990: Do NOT include if available on Guidestar (990 must be within past two years)

IF YOU ARE APPLYING WITH A FISCAL SPONSOR, PLEASE INCLUDE THE FOLLOWING:

- ❑ A letter signed by the fiscal sponsor organization's Executive Director stating agreement to serve as Fiscal Sponsor for the applicant that includes an explanation of the relationship to the applicant, and disclosure of any fees charged (if applicable).
- ❑ Current board list of fiscal sponsor organization and most recent audited financials, if available.

PROPOSAL NARRATIVE INSTRUCTIONS - LICF COMPETITIVE GRANTS PROGRAM

Your Narrative should NOT EXCEED 5 pages and include the following:

1. **Problem Statement:** Describe the need, problem, or situation that exists, which this project seeks to address. Provide a clear statement of the change that needs to happen. Include and cite statistics, facts and references from a national/state level and how it affects the communities of Long Island.
2. **Project description & activities:** Describe the nature of the project and overall goals and objectives. Include a project timeline, who will carry out the activities, and the population served.
3. **Expected outcomes & evaluation:** Provide a clear statement of the overall impact you expect to achieve. Include the indicators that you will use to measure success or progress toward achieving the project's objectives. Indicators should be measurable and should demonstrate clearly how you will know whether the grant was successful at the end of the grant period. These indicators should be outcomes not activities, i.e., the changes that would occur as a result of the grant activity, not just the successful completion of the activities themselves. *For example, we would not consider the following activities to be indicators of success: number of meetings, number of people at an event, production of a report. Rather, we would regard the following impacts of those activities as success indicators: how the meetings have moved a particular agenda item/action; how an event has assisted the attendees to improve service delivery; how a report is helping to change the course of a debate.*
4. **Sustainability:** Describe your plan for sustaining the project after LICF funding ends. What happens if you do not get the amount you seek from LICF? Detail how you will cover any shortfalls.
5. **Agency background:** Provide an organizational overview, including the date established, mission, major activities, and the organization's capacity/expertise for carrying out the proposed project including relevant previous work/activities.

PLEASE NOTE: LIUU FUND APPLICATION FORMS AND INSTRUCTIONS ARE LOCATED IN THE "LIUU GRANTMAKING OVERVIEW" SECTION AT www.licf.org