

LONG ISLAND UNITARIAN UNIVERSALIST FUND APPLICATION INSTRUCTIONS



CYCLE 1

Deadline: January 9, 2017

Decisions: End of March

CYCLE 2

Deadline: April 10, 2017

Decisions: End of July

CYCLE 3

Deadline: August 14, 2017

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:

- ❑ LIUUF Proposal Cover
- ❑ List of Members of the Governing Board (*Put an E next to the names of the Executive Committee, if applicable*)
- ❑ LIUUF Proposal Summary
- ❑ Proposal Narrative (*instructions on p. 2*)
- ❑ LIUUF 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 LONG ISLAND UNITARIAN UNIVERSALIST FUND

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

1. Problem Statement: *LIUU defines social change as the movement of people toward the establishment of environmental, economic, and social justice, and the redistribution of wealth, power, and resources.*

- Describe the need, problem or situation that exists which this project seeks to address.
- Provide a clear statement of the social change that needs to occur.
- What are the underlying or “root” causes of these problems?
- What policy, systemic, or institutional change is the organization trying to achieve?
- Quantify the problem: include and cite statistics, facts, and references from a national/state level, and describe how the problem 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, and who will carry out the activities. How will the individuals most impacted by the problem described above be involved in advancing solutions? Which Unitarian Universalist principles does this project reflect? (No more than two)

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 organize or advocate for a policy change; how a report is helping to change the course of a debate.*

4. Sustainability: When the funding period ends, will the change you have introduced continue? Describe your plan for sustaining the project after LIUU funding ends. What happens if you do not receive the amount you seek from LIUU? Detail how you will cover any shortfall.

5. Agency background:

- Provide an organizational overview, including the date established, key issues addressed, specific policy gains achieved and/or other significant accomplishments, and the organization’s capacity/expertise for carrying out the project.
- Describe the organization’s core constituency, how they are involved in the leadership of the organization, and how the organization supports leadership development. Include how the organization is accountable to the community and constituency.
- Describe the organization’s social change agenda, and the strategies and tactics the organization employs to achieve its agenda (i.e., voter engagement, coalition work, policy development and advocacy, public education, direct action).

PLEASE NOTE: LICF COMMUNITY RESPONSE GRANT APPLICATION FORMS AND INSTRUCTIONS ARE LOCATED IN THE “LICF GRANTMAKING OVERVIEW” SECTION AT www.licf.org