



## LONG ISLAND UNITARIAN UNIVERSALIST FUND APPLICATION INSTRUCTIONS

### CYCLE 1

Deadline: January 6, 2020

Decisions: Early April

### CYCLE 2

Deadline: April 6, 2020

Decisions: End of July

### CYCLE 3

Deadline: August 5, 2020

Decisions: Early December

### 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. on the due date. 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 LICUUF 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 (*Indicate the Executive Committee if applicable*)
- Proposal Narrative (*instructions on next page*)
- 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 unbound 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 FUNDS ADMINISTRATOR, PLEASE INCLUDE THE FOLLOWING:

- A letter signed by the Executive Director of the Funds Administrator stating agreement to serve as Funds Administrator 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 funds administrator's organization
- Most recent audited financials of funds administrator's organization

## **PROPOSAL NARRATIVE INSTRUCTIONS LONG ISLAND UNITARIAN UNIVERSALIST FUND**

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.

**Your narrative should NOT EXCEED four pages (no smaller than 12 pt. font) and include the following:**

- 1. PROBLEM STATEMENT:** Describe the most pressing issues or problems that the community your organization serves is facing. Please include statistics if you have them.
- 2. PROJECT DESCRIPTION & ACTIVITIES:**
  - a. What policy or systematic/institutional change is your organization trying to achieve?
  - b. Who will benefit from this work and how will they benefit?
  - c. Whose behavior do you expect to change?
  - d. What actions will this proposed program or project take? Please put these activities in bulleted form with timeline.
  - e. How will the individuals most affected by the problem be involved in advancing solutions?
- 3. EXPECTED OUTCOMES & EVALUATION:**
  - a. Please explain how you will measure the effectiveness of your activities.
  - b. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.
  - c. How will the results impact the issues described above?
- 4. WHICH UNITARIAN UNIVERSALIST PRINCIPLE DOES THIS PROJECT REFLECT? *(No more than two)***
- 5. SUSTAINABILITY:**
  - a. Describe your plan for sustaining the project after LIUU funding ends.
  - b. What happens if you do not receive the full amount you seek from LIUU? Detail how you will cover any shortfall.
- 6. AGENCY BACKGROUND:**
  - a. Briefly describe your organization's mission, social justice agenda, and accomplishments. Please include the strategies and tactics your organization employs to achieve its agenda (i.e., voter engagement, coalition work, policy development and advocacy, public education, direct action).
  - b. What is your organization's capacity/expertise for carrying out the project?
  - c. Describe your organization's core constituency, how they are involved in the leadership of the organization, and how the organization builds leadership.