

LONG ISLAND SOUND STEWARDSHIP FUND (LISSF) GRANT APPLICATION INSTRUCTIONS

****Applications must be RECEIVED by 1/15/2021****

**All applications must be submitted electronically; click here to access: [Proposal cover sheet](#).
(no mailed or emailed proposals will be accepted)**

PLEASE NOTE: All forms must be submitted as a single PDF.

Please do not leave any sections blank in the application materials.

All narrative must be typed using a minimum of 12-point font

A COMPLETE APPLICATION CONSISTS OF THE FOLLOWING:

Complete online cover sheet ([Proposal cover sheet](#)); and then upload the required application materials in the order outlined below and condensed into a single PDF file no more than 25 mb in size.

- Board of Directors List (*Indicate Executive Committee Members with "E" if applicable*)
- LISSF Proposal Narrative (form provided)
- Letters of Support are not required but recommended from significant partners involved in delivery of project describing their role(s) and committing to project. Letters of support should be scanned into a single file and send the file with the online application. You may upload a maximum of 4 letters. Generic letters of support are not recommended.
- LISSF Expense Budget Form (form provided)
- Current Year, Board-Approved Operating Budget (note: if you are a university, submit operating budget for your specific department only.)

FINANCIALS:

Please include:

- *Current* (2018 or later) GAAP Audited Financial Statements or if a GAAP is not available, a current Balance Sheet/Income Statement
- IRS Form 990 (if not available on GuideStar) or electronic notice
- For entities that do not file a 990, provide EIN or FEIN
- IRS Tax Exempt letter
- Dun and Bradstreet (DUNS) number (If you need to create one, go to www.fedgov.dnb.com/webform)

IF YOU ARE APPLYING WITH A FUNDS ADMINISTRATOR, PLEASE INCLUDE THE FOLLOWING:

- A letter signed by the funds administrator with the organization's Executive Director stating agreement to serve as an 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.
- Current (2018 or later) GAAP Audited Financial Statements for fiscal sponsor, or if a GAAP is not available, a current Balance Sheet/Income Statement
- Funds administrator's IRS Form 990 (if not available on GuideStar) or electronic notice.
- For entities that do not file a 990, provide EIN or FEIN
- Funds administrator's IRS Tax Exempt letter
- Funds administrator's DUNS number

Questions about this RFP please contact:

Tripp Killin, Jeniam Foundation: Tripp_Killin@yahoo.com

Lynn Dwyer, National Fish and Wildlife Foundation: Lynn.Dwyer@nfwf.org

Questions about the LICF application and associated documents please contact:

Jeannie DeMaio, Long Island Community Foundation: jdemaio@licf.org