

## LICF COMPETITIVE GRANTS APPLICATION INSTRUCTIONS

Current Program Areas: Arts • Community Development • Education • Environment • Health\* • Hunger • Mental Health • Technical Assistance/Organizational Development • Youth Development

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

See “Grantmaking at LICF” on our website for detailed information on program areas.

CYCLE 1	CYCLE 2	CYCLE 3
Deadline: Jan. 10, 2023 Decisions: End of March	Deadline: April 3, 2023 Decisions: End of July	Deadline: August 7, 2023 Decisions: End of November

### **IMPORTANT INFORMATION**

Applications **MUST BE RECEIVED** by the deadline date; please submit your proposal **electronically only** to [proposals@licf.org](mailto:proposals@licf.org). *Please do not copy individuals in the organization.*

#### **PLEASE NOTE:**

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

#### **A COMPLETE APPLICATION CONSISTS OF THE FOLLOWING IN THIS ORDER IN ONE (1) PDF DOCUMENT:**

- LICF Proposal Cover (form provided)
- Board of Directors List
- LICF Proposal Summary (form provided)
- Proposal Narrative (see *instructions on next page*)
- LICF Program/Project Income & Expense Budgets (forms provided)
- Current Year, Board-approved Operating Budget  
(*If you are a university or municipality, submit operating budget for your specific department only*)

#### **FINANCIALS (IN A SEPARATE PDF FILE)**

- Please include a copy of your most recent audited financials (if your gross annual revenue is over \$1 million).
- Form 990 (must be within past two years). If recent 990 is available on Guidestar, do not submit a copy.

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

- A letter signed by the funds administrator’s executive director 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 the funds administrator’s organization
- Their most recent audited financials, if gross annual revenue is over \$1 million.

## **PROPOSAL NARRATIVE INSTRUCTIONS - LICF COMPETITIVE GRANTS PROGRAM**

**PLEASE NOTE: Your narrative must include the following, not to exceed five (5) pages:**

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 (i.e. what is the timeframe for your activities), 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.