

LICKING COUNTY FOUNDATION

APPLICATION INSTRUCTIONS

CAPITAL GRANT PROGRAM

APPLICATION PROCESS

Licking County Foundation (LCF) is committed to making the grant application process as simple and effective as possible. The information provided through the application process helps the Foundation make sound decisions based on its mission, the directives of donors, and the Foundation's goal to provide effective assistance to as many organizations as possible. To apply for funding:

1. **Review *Grant Guidelines***
2. **Read *Frequently Asked Questions for Grantseekers***
3. **Read *Preparing A Good Proposal***
4. **Review *Application Instructions – Capital Grant Program***
5. **Complete *Licking County Foundation Capital Grant Application***
6. **LCF will evaluate your *Grant Application***
7. **LCF will contact you regarding the results of the *Grant Application* review**

For questions about the Capital & Equipment Grants program, please contact Amy Dell, Program Officer, at amy@thelcfoundation.org or 740.349.3863 x108.

GLOSSARY OF TERMS – TYPES OF REQUESTS ACCEPTED

Licking County Foundation will accept grant requests of up to \$25,000 for capital project or equipment needs. Capital Grants are limited to one approved request per three years per organization. Capital projects or equipment acquisition (including vehicles) must occur within one year from the time of funding. Lower priority will be given to requests for capital purchases that are evaluated as typical or routine expenses that should be part of an organization's annual operating budget, such as periodic replacement of office equipment.

- **Capital Project Request** – A planned undertaking to purchase, build or renovate a space or building, or to acquire equipment
 - Capital Requests require submission of three competitive quotes for any planned capital improvement
 - LCF will not consider requests to be the sole funder of a building purchase or renovation
- **Equipment Request** – A planned undertaking to purchase or acquire equipment
 - **Vehicle Request** – LCF will consider requests to purchase vehicles related to program support

Application Timeline

Applications are accepted within the first month of each quarter and reviewed on a quarterly basis. Proposals are accepted and considered until funds for the year are exhausted.

Organizations should allow up to three months from time of submission for application review. Applicants will be notified of funding decisions after the quarterly review dates in March, June, September, and December and subsequent approval by the Foundation's Governing Committee. Notifications for first quarter funding in any calendar year will occur in the first full week of January. Notifications for subsequent quarters will occur within one week of approval by the Foundation's Governing Committee.

WHAT HAPPENS AFTER YOU APPLY?

The Grant Application will be reviewed in detail to determine whether the proposal meets grant program guidelines, contains all required information, and is in alignment with funding priorities and community needs. LCF staff will contact you with one of the following responses: (1) advise if your proposal will not be considered for funding; (2) advise if additional information is required about your agency or the proposal; (3) or advise if your proposal will be funded. All Grant Applications considered for funding will be reviewed by the Grant Review Committee; documents related to the organization's financial health may be reviewed by the Finance Committee.

GRANT REVIEW PROCESS

In analyzing a grant application, the Licking County Foundation considers:

- Alignment of the proposed project with our grant program guidelines
- Applying organization's financial health, leadership, and its capacity to fulfill the project
- Significance of the project to the community; alignment with community needs
- Merit and effectiveness of the proposed project in serving the community
- Organization's ability to undertake the proposed project
- Current and future support of the proposed project, including collaborations or partnerships

The review process ends with a final decision by the Governing Committee of the Licking County Foundation. Your organization will be notified about the decision by letter, stating the outcome of your application and, if successful, providing information about how to receive payment of the grant.

AWARD TERMS

Once a grant is received, the Foundation anticipates that the funds shall be expended within one year of the award. Failure to use funds for the purpose designated will result in an obligation to repay the grant funds.

REPORTING REQUIREMENTS

Each successful applicant will be required to sign a funding agreement with the Licking County Foundation before receiving a grant payment. Grantees also must complete an online, written Final Grant Report due one year from the award date. Grantees will be ineligible to apply for future funding if reporting requirements have not been met.