



## FREQUENTLY ASKED QUESTIONS FOR GRANTSEEKERS

### COMMUNITY and CAPITAL GRANT PROGRAMS

- 1. Does my nonprofit organization need a 501(c)(3) designation from the IRS before applying for and receiving grant funding?** Yes. Your organization must have a 501(c)(3) designation or be an established government entity in order to apply for and receive funding.
- 2. What is a 501(c)(3) designation and how can I get one?** A 501(c)(3) designation refers to the specific section of the Internal Revenue Service Code that defines a nonprofit organization. For more information on the Code and how to obtain a 501(c)(3) designation, contact the Internal Revenue Service.
- 3. We are a government entity (public educational institutions, libraries, departments of government, etc.). Do we need a 501(c)(3) designation?** No. Government entities will not have a 501(c)(3) designation. It is suggested that you refer to the Grant Guidelines on our website ([www.thelcfoundation.org](http://www.thelcfoundation.org)) or contact LCF for eligibility.
- 4. I'm not a nonprofit organization. I'm a person who needs some extra help. Can I apply for a grant?** No. Licking County Foundation makes grants to qualified 501(c)(3) tax exempt nonprofit organizations and some government entities. We are unable to award grants to individuals, except in the case of scholarships, which are awarded directly to the educational institution on behalf of the students. If you are a student, please visit the Scholarship section of our website ([www.thelcfoundation.org](http://www.thelcfoundation.org)). If your family is in need of help, contact 2-1-1 for information about local assistance options.
- 5. Who is eligible for a grant?** We welcome proposals from nonprofit organizations and government entities located in and/or serving Licking County.
- 6. Does my organization have to be located in your service area?** No. However, the project must directly enhance the quality of life for citizens in Licking County.
- 7. Do you fund new nonprofit organizations?** Yes. New organizations may receive funding; must have received a 501(c)(3) designation and comply with all other LCF grant requirements.
- 8. Does LCF only fund large organizations or only small organizations?** There is not a "right" size organization, LCF funds organizations in all sizes, budgets, and reaches.
- 9. Does LCF fund classrooms in Licking County?** LCF will accept proposals from the superintendent of any Licking County school district to prioritize and request funds for programming in schools. Consideration will be given to programs or projects that serve more than an individual classroom within a school or school system. If you would like to apply for

funding, please contact your superintendent. (Information about other grant programs for Licking County educators may be found on our website: [www.thelcfoundation.org](http://www.thelcfoundation.org).)

**10. Does LCF fund local offices, chapters or affiliates of national organizations?** Yes. Please see the *Grant Guidelines* document for more information.

**11. Does LCF fund faith-based organizations?** LCF has the ability to fund faith-based organizations. We will not, however, fund any projects of a religious nature or projects that require participation in religious activities as a condition for receiving services.

**12. If my organization has received grants in the past, are there limitations to how many years we can receive grants?** There is no limit to the total number of years an organization may receive grants. There is a limit to frequency of application; organizations are limited to receiving a competitive grant no more than once every three grant cycles/years. LCF Community and Capital Grants are not intended as sources of permanent funding.

**13. Does LCF make multi-year grants?** The only multi-year grant opportunity is by invitation.

**14. What sort of programs does LCF's Community Grant program support?** The Foundation has identified several broad categories in which needs exist and for which Community Grant requests are encouraged: arts and culture; education; youth, seniors and families; health and human services; environment and conservation; parks and recreation; community and economic development. The Foundation is particularly interested in proposals that help address areas of need in the community which are currently unmet and/or ongoing. LCF also encourages proposals that address the three priority areas identified by the Community Blueprint: Behavioral Health; Children, Youth & Families; and Poverty. Please see our website or annual report for examples of organizations that have received support from LCF in the past.

**15. What size grants does LCF generally make? How much money should I request?** While there can be a broad range to LCF grant amounts, Community Grants typically range from \$3,000 to \$30,000. Request the amount you need for the specific program or project for which you want funding; consider, however, that LCF is unlikely to fund 100% of programmatic requests. Be sure to specify other committed and/or pending funding sources.

Capital Grant requests are limited to \$500 to \$25,000. Again, LCF is unlikely to fund 100% of capital requests. Be sure to specify other committed and/or pending funding sources.

**16. How often may I apply for a grant, and how many applications can I submit?** LCF currently accepts Community Grant Program applications once a year. Your organization may only submit one application per funding cycle.

Capital Grant applications are accepted quarterly, and will be considered for funding as long as funds are available. Your organization may only submit one application per quarter, and may not receive funding more than once per three year period. See *Application Instructions – Capital Grant Program* for further details.

**17. If I know members of LCF's Governing Committee, staff or a donor, does it increase the likelihood that my proposal will be funded if I contact them?** No, it does not. Involved parties abstain from voting.

**18. Who decides which applications are awarded grants?** The Governing Committee has created a Grant Review Committee made up of its members and community leaders who contribute time, thought, and knowledge of our community to the process of reviewing applications. The Committee's recommendations are presented to the Governing Committee for final approval. LCF staff assists the Grant Review Committee by conducting preliminary research, follow-up meetings, and site visits, if necessary.

**19. When is the deadline for grants and when are awards announced?** The schedule for deadlines and decision-making dates can be found in the grant application instructions and on the *Schedule* page in the *Community Grants* section of LCF's website.

**20. Will you review a draft of my proposal and offer comments?** Due to the volume of requests, we are not able to review and comment on draft proposals. However, LCF's staff is happy to discuss ideas and answer questions before and during the application process.

**21. What happens if my budget changes or there is a shift in the program from what was originally proposed?** If there are changes to your proposal either during the consideration of your proposal or after a grant is awarded, you will need to contact LCF's Program Officer, who will discuss the changes with you and advise you on how to proceed. **Do not assume** that you are able to change the purpose of your grant or budget items without first consulting with LCF's Program Officer.

**22. What happens after my organization's proposal is funded?** LCF will contact you after a decision is made. You will receive a grant funding agreement to sign and return before a check can be issued.

**23. Will I need to submit reports?** Yes. Community Grant recipients are required to participate in a mid-point Community Conversation session and submit an online, written final report.

Capital Grant recipients are required to submit an online, written final report.

**24. LCF declined to fund our proposal. Why? Will we be able to submit another application next year?** The decision to decline a grant proposal is not necessarily a reflection on the value of the program. As a general rule, it indicates that LCF's funds were insufficient to fund all the proposals received that cycle. We typically receive more requests for support than the resources will permit. You will receive written feedback related to the decision to decline and LCF's staff is available to answer questions.