



APPLICATION INSTRUCTIONS COMMUNITY GRANTS

APPLICATION PROCESS

Licking County Foundation (LCF) is committed to making the grant application process as simple and effective as possible for nonprofits. 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, non-profits should:

- 1. Review *Grant Guidelines***
- 2. Read *Frequently Asked Questions for Grantseekers***
- 3. Read *Preparing A Good Proposal***
- 4. Review *Grant Instructions***
- 5. Complete *Licking County Foundation Grant Inquiry Application*.**
- 6. LCF will evaluate your *Licking County Foundation Grant Inquiry Application*.**
- 7. LCF will contact you regarding the results of the *Licking County Foundation Grant Inquiry Application* review; if your project has been selected for further evaluation, LCF will invite your organization to complete the *Licking County Foundation Full Grant Proposal*.**
- 8. Complete the *Licking County Foundation Full Grant Proposal*.**
- 9. Ask for help any time during this process:**
 - For questions regarding completion of the grant application or about the process, contact Amy Dell, Program Officer at 740.349.3863 x108 or grants@thelcfoundation.org

GLOSSARY OF TERMS – TYPES OF REQUEST

- **Capital Request*** – A planned undertaking to purchase, build or renovate a space or building, or to acquire equipment
**Capital Requests require submission of three (3) competitive quotes for any planned capital improvement*
- **General Operating Support** – A grant given to cover an organization’s day-to-day expenses such as salaries, utilities, office supplies, etc.
- **Program Support** – An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period
- **Project Support** – A planned undertaking or organized set of services designed to achieve specific outcomes that begins and ends within a specified time period (*a successful project may become an ongoing program*)
- **Technical Assistance** – Operational or managerial assistance given to a nonprofit organization. It may include fundraising assistance, budgeting or financial planning, program planning, legal advice, marketing or other aids to management

WHAT HAPPENS AFTER YOU APPLY?

There are two phases to the Community Grant process. Once you submit the Grant Inquiry Application, it will be reviewed in detail to determine whether the proposal follows grant program guidelines, contains all required information, and should be considered for funding. LCF staff will contact you with the following results: (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 considered for funding and will invite you to complete the Full Grant Proposal for completion. All Full Grant Proposals will be reviewed by the Grant Review Committee to be considered for funding.

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, and its capacity to fulfill the project
- Significance of the project to the community
- 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 in January. 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 by December 31 of the award year. Failure to use funds for the purpose designated will result in an obligation to repay the grant funds. **If it appears implementation of the project or program will be delayed, the grant recipient must submit a written explanation that contains a request to encumber the funds for the following calendar/fiscal year.** The Foundation's Governing Committee will determine if the funds may be held over or if the applicant must reapply in a subsequent grant cycle.

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 participate in an interim Community Conversation session mid-way through the award year and complete a Final Grant Report due by December 31 of the award year. Grantees will not be eligible to apply for future funding if progress and/or final reports have not been received.