



Legacy Foundation, Inc.
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GRANT APPLICATION PACKET

The mission of the Legacy Foundation is to enhance the quality of life for all citizens of Lake County, Indiana now and for generations to come. The mission is achieved by building a community endowment, addressing needs through grantmaking, and by providing leadership on key community issues. The Legacy Foundation strategically makes high impact grants in the areas of **arts and culture, civic affairs, community development, education, the environment, health, human services, and youth services.**

FUNDING RESOURCES: The Legacy Foundation will make grants to non-profit organizations that implement projects with the potential to make a difference in the quality of life of a substantial number of residents of Lake County, Indiana. Geographic distribution may be considered in awarding grants. Grant applications may be directed to one of the following funds:

Lake County Community Fund: This fund has been established to be responsive to **needs throughout Lake County** and is dedicated to worthwhile community projects in the areas of arts and culture, civic affairs, community development, education, the environment, health, human services, and youth services. Grants typically have ranged from \$1,000 to \$25,000.

John S. and James L. Knight Foundation Donor-Advised Fund: Grants from this fund will be awarded to nonprofit groups, organizations and institutions that **serve the needs of the city of Gary, Indiana.** Applicants may request up to \$10,000 from this fund.

FUNDING PRIORITIES: The Legacy Foundation is dedicated to improving the quality of life in Lake County, Indiana. Funding priorities include projects that:

- Develop or test new solutions to community problems
- Address prevention as well as remediation
- Provide assistance to underserved community resources
- Provide leverage for generating other funds and community resources, both financial and volunteer
- Provide a sustained and transforming effect for a substantial number of residents
- Build organizational capacity and improve the effectiveness or efficiency of non-profit groups
- Provide a favorable ratio between the amount of money requested and the number of people served
- Facilitate cooperation and collaboration among organizations without duplicating services
- Encourage volunteerism and civic engagement and development

FUNDING LIMITATIONS: In general, the Legacy Foundation does not support:

- General operating expenses (salaries, supplies, administrative overhead)
- Endowment campaigns; annual campaigns; fundraising events (including, but not limited to, the purchase of tables at dinners, ads in program booklets and raffle tickets)
- Travel grants (fees for field trips or other travel-related expenditures)
- Grants for individual schools or sponsorship of sports teams
- Previously incurred debt or retroactive funding for current projects
- Other grant making organizations
- Individuals (except designated scholarship funds) & independent scholarly research projects
- Religious or sectarian programs, political parties or campaigns

GRANT NARRATIVE GUIDELINES: *The narrative must be typed using a 12 point font and double-spaced. Respond to the questions in the order listed. Number the first section of each response to correspond to the section numbers below. Refer to the Glossary of Terms for clarification of guidelines. The narrative **must not exceed three pages. Narratives exceeding the three page limit will be returned without review.***

[1] **Need:** What need have you identified that diminishes the quality of life in the community? Use statistics to validate the need. Describe the target population to be served.

[2] **Proposed Project:** Include goals (solutions to the need) and objectives (how to achieve the solution).

[3] **Project Activities:** Describe how this project will operate. Include a timeline. Describe the role of collaboration partners, if applicable.

[4] **Evaluation:** What are the anticipated outputs and outcomes for this project? How will you evaluate this project? What will be the impact of this project on the community?

[5] **Sustainability:** Describe how the grant may be leveraged for additional funding. How will the project be financially sustained after the grant money has been expended?

[6] **Organization Overview:** Concise description of the applicant organization, including history, mission, and current programs. Summarize the qualifications of the key staff. Describe the role of volunteers.

GLOSSARY OF TERMS

Capacity Building: Increasing organizational effectiveness through staff training and development, board training and development, technology upgrades or technical assistance/consultants.

Challenge Grant: The amount of the grant must be matched with new money to receive funding.

General Operating Support: Funds to support the ongoing services of an organization including, but not limited to, salary, supplies, mileage and administrative overhead costs.

Memorandum of Understanding: A signed agreement (MOU) detailing the roles and responsibilities of partners participating in a collaboration project.

Operating Budget: Indicates revenues and expenses for the operations of the organization.

Outcome: The intended benefits for the program participants that include: new knowledge, increased skills, changed attitudes or behavior, or improved quality of life.

Outputs: The intended number of participants, number of sessions, and amount of materials distributed.

Program: An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.

Project: A planned set of services designed to achieve specific outcomes that begin and end within the grant period.

Project Budget: Indicates the revenues and expenses for a particular program/project for which funding is being requested.

Project Budget Narrative: A detailed explanation of the line items included in the budget in narrative format.

www.guidestar.org : GuideStar's mission is to revolutionize philanthropy and nonprofit practice by providing information that advances transparency, enables users to make better decisions, and encourages charitable giving. Any nonprofit in GuideStar's database¹ can update its report with information about its mission, programs, leaders, goals, accomplishments, and needs—for free.

ADDITIONAL PRE-GRANT/POST-GRANT INFORMATION

- You may submit a draft of your proposal for review by Legacy Foundation staff. This does not guarantee funding of your proposal.
- Lobbying of Board of Directors or Grant Committee members for support of grant proposals undermines the Foundation's commitment to ethical standards of operation and is prohibited.
- The Foundation may require changes in a proposed project before it can be approved for funding.

¹ If a nonprofit has 501(c)(3) status in good standing, it will be in GuideStar's database.

- If approved, the grantee will be sent an acceptance letter along with two copies of a Terms of Grant Agreement, specifying the purpose and terms of the grant. Upon receipt of the signed Grant Agreement, funds will be disbursed by the Foundation.
- Grant Reports must be submitted by the grantee to the Foundation by the dates specified in the Grant Agreement. The Legacy Foundation will provide a Grant Report Form. Non-compliance with report deadline requirements may jeopardize future grant consideration.
- The applicant or representatives of a grantee organization must mention the Legacy Foundation as a funding agency in any interview, press release, or formal communication regarding the funded project.

REVIEW PROCESS: Grant applications are reviewed by the Legacy Foundation's professional staff and Grant Committee. Site Visits may be scheduled as a component of the Foundation's due diligence process. Recommendations for funding are presented by the Grant Committee to the Board of Directors for approval. Typically a decision will be made within 60 days from the deadline dates for submission of proposals.

All grant applicants will be notified in writing with respect to the final funding decisions of the Legacy Foundation. This correspondence will provide a Terms of Grant Agreement for those grants that have been approved. The Legacy Foundation will periodically review each grant and will require a final evaluation report from each grantee.

It is the policy of the Legacy Foundation to operate without discrimination as to age, race, religion, sex or national origin in the overall administration of the Foundation and in the consideration of grant proposals.

The deadline for submitting grant applications is 5:00 PM on March 1, May 1, September 1, and November 1. If the deadline falls on a non-business day, proposals must be received on the last business day prior to the deadline. The Legacy Foundation will confirm receipt of all proposals. To facilitate the application process, the Foundation requests that applicant organizations schedule a consultation with the Program Officer prior to submitting a proposal. Applicants are encouraged to access the Grant Station Tutorial on drafting a grant proposal. For an appointment, contact the Foundation.

PROPOSAL CHECKLIST: Review the following checklist prior to submitting your application. **If any of this information is not available, please indicate the reason. Incomplete proposals will not be considered for review.**

- Grant Request Cover Pages, with printed names and signatures (refer to pages 4 & 5 of this document)
- Grant Narrative, typed using a 12 point font and double-spaced, not exceeding three pages
- Project Budget and Budget Narrative. Refer to Sample Project Budget.
- A list of the Board of Directors and Officers including professional affiliations and individual addresses
- Copies of Memorandum of Understanding (MOU) if the application is for a collaboration project
- One or two page summary of the organization's current fiscal year operating budget
- Copy of the most current fiscal year financial statements of the organization (Balance Sheet and Profit and Loss Statement) as well as financial audit or review, if available
- Evidence of Board approval of this application
- Copy of IRS Determination Letter designating federal tax exempt status
- Organization's profile on GuideStar (www.guidestar.org) is up to date.

All proposals should be secured with a binder clip. Please do not place in folders, 3-ring binders, staple, or spiral bind. Submit ONE copy of the proposal. Do not submit additional materials. Mail to:

**Legacy Foundation, Inc.
1000 E. 80th Place, South Tower 302
Merrillville, IN 46410**



Legacy Foundation, Inc.
Grant Request Cover Page One

Name of Organization: _____

Contact Person: _____ Title: _____

Address: _____

(street)

(city)

(zip)

Phone: _____ Fax: _____

E-Mail: _____ Website: _____

Project Title: _____

Amount Requested: _____ **Projected Number of Clients to Receive Services:** _____

What is the ratio of cost per client served to the amount requested? _____

What percentage of your board members made a financial contribution in the last fiscal year? _____

What is the total amount contributed by your board in the last fiscal year? _____

How many board members participated in governance training this past year? _____

Organization's profile on GuidesStar (www.guidestar.org) was updated on ____/____/____
Month Day Year

Project Start Date: _____ **Expected Project Completion Date:** _____

Please give a brief [two sentence] summary of your request:

Signature of Executive Director

Signature of Chairperson, Governing Entity

Printed Name

Printed Name

Grant Request Cover Page Two

To the best of your ability, please provide the following program and demographic information:

Indicate the program area for your request:	
<input type="checkbox"/> Arts and Culture <input type="checkbox"/> Civic Affairs <input type="checkbox"/> Community Development <input type="checkbox"/> Education	<input type="checkbox"/> Environment <input type="checkbox"/> Health <input type="checkbox"/> Human Services <input type="checkbox"/> Youth Services
This request is for funds from:	
<input type="checkbox"/> Lake County Community Fund (for projects serving any community in Lake County, IN)	<input type="checkbox"/> Knight Donor-Advised Fund (for projects serving the city of Gary, IN)
This request is for (select one):	
<input type="checkbox"/> Program development <input type="checkbox"/> Program start-up costs <input type="checkbox"/> Equipment <input type="checkbox"/> Other _____	<input type="checkbox"/> Capacity-building <ul style="list-style-type: none"> <input type="checkbox"/> Staff development <input type="checkbox"/> Technical assistance <input type="checkbox"/> Board Training <input type="checkbox"/> Technology Upgrade
Age of the categories your program will primarily serve:	Gender of the clients you will primarily serve:
<input type="checkbox"/> Infants/babies <input type="checkbox"/> Kindergarten to 12 th Grade <input type="checkbox"/> Children 5 – 14 <input type="checkbox"/> Youth 14 – 19 <input type="checkbox"/> Adults <input type="checkbox"/> Elderly / Senior Citizens	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-specific, both genders
What target population will your program serve?	
<input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic	<input type="checkbox"/> Native American <input type="checkbox"/> Caucasian <input type="checkbox"/> Non-specific, all target populations
What economic groups comprise your target population?	
<input type="checkbox"/> Economically disadvantaged <input type="checkbox"/> Homeless <input type="checkbox"/> Migrant Workers	
Indicate any disability groups your program will serve:	
<input type="checkbox"/> Physically challenged <input type="checkbox"/> Blind/Vision Impaired <input type="checkbox"/> Deaf/Hearing Impaired	<input type="checkbox"/> Drug or Alcohol Addictions <input type="checkbox"/> Mentally/Emotionally Impaired



Legacy Foundation, Inc.
Project Budget

Please describe, in as much detail as possible, the budget for your project or program. Please provide a narrative explanation for each line item included.

REVENUE

Source

**Indicate date revenue has been
received, date revenue is pending or
source of in-kind donation**

Amount

TOTAL

EXPENSES

Description of Expenses

Amount

TOTAL



Legacy Foundation, Inc.
Sample Project Budget

This is a sample budget for a project for start-up costs to develop and implement a nationally-recognized after-school program for at-risk girls at the Kids Are Great Club. You may use this sample as a guide in preparing your own Project Budget. You do **not** need to submit this page with your completed proposal. Please note that total revenues **must** equal total expenses.

REVENUE

Source	Indicate date revenue has been received, date revenue is pending or source of in-kind donation	Amount
Contributions from individuals	Pending June, 2007	\$8,000.00
Sunshine Lollipop Corporation	Received March, 2007	\$1,000.00
XYZ Foundation	Received April, 2007	\$2,000.00
Kids Are Great	In-kind/Pine School	\$1,500.00
Legacy Foundation	Pending May, 2007	\$2,500.00
TOTAL		\$15,000.00

EXPENSES

Description of Expenses	Amount
Meeting room	\$1,500.00
In-kind donation; includes security & cleaning fees. \$50/week for 30 weeks	
Staff development and training for 40 volunteers & 10 staff members	\$6,000.00
Workshop facilitators for 5 sessions @ \$800 per session [\$4,000] Program Workbooks @ \$15 for 50 people [\$750] Food at \$5.00 per person for 50 people for 5 sessions [\$1,250]	
Purchase of tables and chairs for meeting room	\$2,500.00
Three bids were obtained from local vendors. Ten tables @ \$100 & 100 chairs @ \$15	
Program materials/curriculum	\$3,000.00
100 program notebooks @ \$10.00 [\$1,000] Snacks @ \$.50 for 100 participants x 30 weeks [\$1,500] Art supplies & field trips [\$500]	
Marketing expenses to advertise program	\$1,000.00
Four bids were obtained to print 10,000 brochures and 500 flyers	
Fee for national accreditation	\$1,000.00
Annual fee to the Kids Are Great Foundation. Includes membership dues & program updates.	
TOTAL	\$15,000.00

Sample Memorandum of Understanding

[Insert Name of Applicant Organization]
and the
[Insert Name of Collaboration Partner]

This memorandum of understanding is between **[Insert Name of Organization]** and the **[Insert Name of Organization]**, for the purpose of **[Insert purpose of collaboration]**.

AREAS OF COLLABORATION

The **[Insert Name of Organization]** and the **[Insert Name of Organization]** will partner to:
[Insert list of agreed strategies and define roles and responsibilities. If collaboration is for the purpose of securing a grant, the entity responsible for receipt and disbursement of grant funds must be designated as such.]

In support of the efforts of **[Insert Name of Organization]** and **[Insert Name of Organization]**, both programs will:

- Facilitate the ongoing and productive relationship between the above entities.
- Assist with basic information exchange that serve to clarify goals, requirements, and procedures of the programs, thereby reducing and eliminating misunderstandings, in order to facilitate maximum collaboration.
- Communicate regularly with key representatives of the two entities to maximize coordination and minimize duplication of activities and functions.

REVIEW AND/OR TERMINATION OF AGREEMENT

- This agreement may not be terminated during the period covered by the Legacy Foundation Terms of Grant Agreement.
- Representatives selected by each of the programs will annually review this agreement.
- This Memorandum of Understanding shall be effective once authorized signatures are obtained from official representatives of both parties and shall remain in effect until **[Insert Date]**

Printed Name, Title, Name of Organization

Signature	Date	Date adopted by the Board of Directors
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Printed Name, Title, Name of Organization

Signature	Date	Date adopted by the Board of Directors
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