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JOHN S. AND JAMES L. KNIGHT FUND GRANT APPLICATION PACKET

As media leaders, Knight Foundation's founders Jack and Jim Knight sought to bring communities together through information. In their publications, they delivered the news that helped people determine their "own true interests," as Jack used to say.

Today, Knight Foundation is also focused on that ideal. Working with community innovators, Knight Foundation fosters informed and engaged communities. The foundation believes residents should have the information they need to make decisions about their lives and community. Knight Strives for those residents to be highly engaged in the issues and opportunities that matter most to them and their neighbors.

The John S. and James L. Knight Fund at Legacy Foundation was created to make grants that address the following priority:

Informed, engaged communities.

An informed and engaged community creates opportunities for ordinary residents to come together, deliberate and take action collectively to address public problems or issues that residents themselves define as important and in ways that they themselves decide are appropriate.

Focus areas include:

1) Creating New Opportunities to Participate

- Enhancing the role of citizens in local problem solving
- Fostering interaction to promote trust, reciprocity and understanding among community members
- Supporting collaborations between government and community leadership
- Providing leadership skills to youth and youth professionals
- Ensuring the community's leadership reflects the area's diversity

2) Supporting and Developing Community Leadership

- Helping groups of leaders work together on a shared vision for the community
- Investing in the convening and/or collaboration of leadership of essential community institutions

3) Creating Spaces for Engagement

- Providing opportunities for cross sections of the community to share in cultural or civic events

4) Community Influence & Solutions

- Supporting virtual and physical spaces where social interacting, public deliberation, and community activity thrive
- Repository for engagement stories, tools and innovation

■ The operative principles for grant making from the Knight Fund are **flexibility and timeliness.**

EXAMPLES

The following are representative, but not exclusive, examples of projects that address the fund's priority:

- Projects that make people feel more connected and engaged in community life
- Bring people together to solve community issues
- Bring People together to experience the community's diversity
- Innovative approaches to foster community engagement

ELIGIBILITY

To be eligible to apply for funding, an organization must:

- Be classified as a charitable organization under Section 501(c)(3) of the Internal Revenue Code; and
- Be located in or provide service to residents of the City of Gary.

Through this Fund, the Community Foundation does not award grants for:

- On-going requests for general operating support
- Annual fund-raising campaigns
- Fund-raising dinners
- Operating deficits
- Activities that are normally the responsibility of government
- Medical research
- Organizations or projects whose mission is to prevent, eradicate and/or alleviate the effects of specific diseases
- Requests from hospitals
- Religious organization or religious activities to propagate a religious faith or restricted to one religion or denomination
- Support of political candidates
- Campaigns and memorials
- Capital campaigns
- Capital projects
- Projects where individuals are merely recipients of services

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. Memorandums of Understanding must be provided for partners named in the proposal.

[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 Community Advisory 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.
- 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.
- In all material, your funding is to be described as a grant from the John S. and James L. Knight Fund at Legacy Foundation. Additional communications requirements will be provided.

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

REVIEW PROCESS: Grant applications are reviewed by Legacy Foundation’s professional staff and Community Advisory Committee. Site Visits may be scheduled as a component of the Foundation’s due diligence process. Recommendations for funding are presented by the Community Advisory Committee to the Knight Foundation Program Officer and Legacy 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 Legacy Foundation. This correspondence will provide a Terms of Grant Agreement for those grants that have been approved. 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 and September 1. If the deadline falls on a non-business day, proposals must be received by 5PM on the last business day prior to the deadline. Legacy Foundation will confirm receipt of all proposals. To facilitate the application process, the Foundation requests that applicant organizations schedule a consultation with the Legacy Foundation Program Officer prior to submitting a 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 collaborative 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**

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John S. and James L. Knight Fund Grant Request Cover Page Two

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

| | |
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| Indicate the focus area for your request: | |
| <input type="checkbox"/> Creating New Opportunities to Participate <input type="checkbox"/> Supporting and Developing Community Leadership | <input type="checkbox"/> Creating Spaces for Engagement <input type="checkbox"/> Community Influence & Solutions |
| This request is for (select one): | |
| <input type="checkbox"/> Enhancing the role of citizens in local problem solving <input type="checkbox"/> Fostering interaction <input type="checkbox"/> Supporting collaborations <input type="checkbox"/> Providing leadership skills to youth and youth professionals <input type="checkbox"/> Ensuring diversity in community leadership | <input type="checkbox"/> Develop shared vision for the community <input type="checkbox"/> Convening/collaboration of essential community institutions <input type="checkbox"/> Opportunity to share in cultural/civic events <input type="checkbox"/> Supporting virtual and physical spaces where social interacting, public deliberation, and community activity thrive <input type="checkbox"/> Repository for engagement stories, tools and innovation |
| 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"/> Non-specific | <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-specific, both genders |
| What target population will your program serve? | What economic groups comprise your target population? |
| <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 | <input type="checkbox"/> Economically disadvantaged <input type="checkbox"/> Homeless <input type="checkbox"/> Migrant Workers <input type="checkbox"/> Non-specific |
| 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 <input type="checkbox"/> Non-specific |



Legacy Foundation John S. and James L. Knight Fund 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. John S. and James L. Knight Fund 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 |
| Knight Fund/Legacy Foundation | Pending May, 2007 | \$2,500.00 |
| TOTAL | | \$15,000.00 |

EXPENSES

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

