

UNION COUNTY COMMUNITY FOUNDATION

Lindig Lewisburg Foundation Fund GRANT GUIDELINES AND APPLICATION

In his will, the late Charles F. Lindig set aside a portion of his estate for the benefit of projects directed towards the *religious, charitable, educational, cultural, recreational or economic welfare of the Borough of Lewisburg*. Mr. Lindig wanted this fund to serve as a living memorial to his grandparents, Charles F. Lindig and Sarah Bobb Lindig and to his parents, Fred W. Lindig and Nettie Walter Lindig. According to his will, he did this, "In grateful appreciation of the opportunities accorded to my family by the Community of Lewisburg."

This is a competitive grant process. To be considered for a Lindig Lewisburg Foundation grant any programs and/or projects located outside of the Borough of Lewisburg must quantify, using percentages, how the program and/or project will benefit and/or impact the religious, charitable, educational, cultural, recreational or economic welfare of the citizens of the Borough of Lewisburg. If this information is not provided, your grant will not be considered.

Grants for more than one project may be made in any year if adequate funds are available; no approved non-profit may be eligible for another grant until five (5) years have elapsed; there must be four (4) intervening years of grants to other non-profits.

Grant requests should take into consideration the amount that the Lindig Lewisburg Foundation Fund has available to award in Community Fund Grants. The Foundation will have **\$3,150.00** available for this grant cycle.

General Criteria for Reviewing Requests: The grant review process is competitive—there are always more funding requests than there is available funding. The Foundation favors proposals that:

- Address priority community needs and/or opportunities in innovative ways that enhance the quality of life within the Borough of Lewisburg.
- Show evidence of qualified leadership to complete project and responsibly administer grant funds.
- Clearly articulate a need/opportunity, demonstrate an effective focusing of human & financial resources, and show potential for successfully impacting the identified need/opportunity.
- Combine clear goals with a plan for evaluating progress & measuring the outcomes to be achieved.
- Demonstrate a stable funding base from other sources and/or the ability to achieve long-term self-sustainability, especially when seeking start-up or seed funding.
- Use volunteers and in-kind support to reduce and complement financial support.
- Demonstrate potential for Foundation funds to leverage funding from other sources and/or propose use of a Foundation grant to attract matching funds.
- Does not duplicate other programs or projects serving the Borough of Lewisburg.
- Stimulate cooperation and collaboration among agencies and/or between the public & private sectors where possible.

Limitations: Generally **no grants** will be provided for:

- Endowments (unless created within the Foundation)

Continued

- Ongoing operational support (except for seed funding or in special situations as identified by the Foundation’s Board of Directors)
- Annual campaigns and event sponsorships
- Debt reduction
- Grants to individuals
- Research grants of a highly technical or specialized nature
- Scholarships, fellowships, honorary awards, or travel grants (except as provided via donor-established scholarship funds managed by high schools and colleges)
- Programs and/or projects located outside of the Borough of Lewisburg, unless a **major function of the program or project is to serve the Borough of Lewisburg.**

Funding Request Process:

- Applicants must be qualified to receive tax-exempt contributions as defined by the IRS—in the vast majority of cases, applicants will be 501(c)(3) organizations.
- Applicants without 501(c)(3) status may work through another qualified 501(c)(3) organization that is willing to serve as a fiscal sponsor for the applicant.
- All applicants must submit **one original with six complete copies of the application along with all attachments.**

Grant Size:

- Foundation grants range from \$500 to \$3,000 with an average grant of \$1,000.

Deadline & Response Process:

- Applications must be postmarked by **January 1**
- Applications postmarked after the January 1 deadline will be returned to the applicant for possible re-submission the following year
- Final funding decisions will be announced 8-10 weeks following each deadline. A staff member may call the contact listed on the application regarding the Board’s decision, with a written response to follow

Please return all completed applications to:

Union County Community Foundation
 c/o First Community Foundation
 Attn: Program Officer
 330 Pine Street, Suite 401
 Williamsport, PA 17701

For additional information please contact Betty Gilmour toll free at 1-866-901-2372 or e-mail at bettyg@fcfpa.org.

UNION COUNTY
COMMUNITY FOUNDATION

For Department Use Only

Grant # _____

Batch # _____

Approved \$ _____

Lindig Lewisburg Foundation Fund Grant Application
DATA INTAKE SHEET

—Please print or type—

Organization Name _____ Tax ID No _____

Contact Name _____ Phone _____

Title _____

Address _____ Date Founded _____

City _____ State _____ Zip _____

Email Address _____ Web-site Address _____

Mission of Organization: _____

Brief Description Clients/Constituencies Served: _____

Brief Description of Traditional Funding Sources: _____

Total Annual Budget: _____

Summary of Need for Which Funds are Requested

Amount Requested: _____ Total Project Budget: _____

Description of Project/Need: _____

What benefit(s) or outcomes would you like to see from this project?

How does this relate to the mission of your organization?

How are you going to execute the project? What strategies will you use?

How will you measure the benefits or outcomes?

Description of other funding sources for this project/need:

Total raised/pledged to date: _____

Checklist of attachments *(Please include the Following with Application—if you are unable to provide any of these items, please state the reason why in your cover letter):*

- _____ List all funding previously received from Union County Community Foundation (or one of it's affiliated funds) for each grant, include date of award, brief description of the purpose of the award and amount.
- _____ Copy of the your most recent **letter of determination from the IRS**, advising that your organization, or your fiscal sponsor's (see below), is exempt from taxes under Section 501(c)(3) of the IRS code, and that the organization is not a private foundation as defined in Section 509(2).
- _____ List of Board of Directors & Professional Staff, including occupation and address (if using fiscal sponsor, include lists for both applicant and fiscal sponsor's organization).
- _____ Copy of most recent IRS 990 form (please do not include Schedule B of your 990), most recent financial statements and, if available, most recent annual audit (If using fiscal sponsor, submit these materials for both fiscal sponsor & applicant as appropriate).
- _____ Current itemized annual budget and if requesting funds for a specific project, an itemized project budget. Requests for multi-year grants must include an annual and project budget for each year to be funded.
- _____ List of current and anticipated sources of both annual and project support, including the current status of any pending funding requests.
- _____ Cover Letter (not to exceed 6 pages) to include: Brief overview of organization's purpose & history; explanation of current need, problem or opportunity; how project being proposed for funding will address need/problem/opportunity; brief description of activities, timeline(s), staff & volunteers involved, including cooperative efforts with other organizations; why Foundation funding is required.

Applicant certification: *To the best of my knowledge, statements in this application and all attachments are true and correct; the document has been duly authorized by the governing body of the applicant; the applicant agrees to report to the Foundation on the use of any grant funds received and on the progress of the project to be funded; and the applicant will comply with applicable laws, regulations, terms, and conditions in effect at the time of a grant award. I further understand that the Lindig Lewisburg Foundation Fund, the Union County Community Foundation and the First Community Foundation of Pennsylvania, is evaluating this grant application, may review any information submitted as part of this request with advisors of the Foundation's choosing and will treat information submitted by applicant in a confidential manner.*

Name *(printed or typed)*: _____ Title: _____

Signature: _____ Date: _____

To Be Completed by Fiscal Sponsor:
A Fiscal Sponsor is required if applicant is not a 501(c)(3) organization or other agency qualified to receive tax-deductible contributions as recognized by the Internal Revenue Service.

Fiscal Sponsor: _____ Tax ID #: _____
Contact Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
Mission of Agency/Organization: _____

Relationship to Applicant: _____
Disclose fee being charged, if any (if none please indicate N/A) _____
Disclose fee being taken, if any (if none please indicate N/A) _____

My agency/organization is qualified to receive tax-deductible contributions and has agreed to assume responsibility and accountability as Fiscal Sponsor for the above named applicant.

Name *(printed or typed)*: _____ Title: _____
Signature: _____ Date: _____