

Lapeer County Community Foundation Grantmaking Policy

Revised 02/13/19

Introduction

The Lapeer County Community Foundation, henceforth known as the Foundation, builds and manages permanent endowment funds from a wide variety of donors to provide grants that enhance the quality of life in Lapeer County, now and for future generations.

Various types of permanent endowment funds, often referred to simply as "funds," are entrusted to the Foundation by donors throughout Lapeer County. The Foundation invests and manages these funds with the goal of increasing their principal and returning part of the earnings to the community through grant making.

Donors establish designated funds for a wide variety of purposes, such as providing scholarships, benefiting specific charities, or supporting a particular purpose. Grants from designated funds are awarded considering input from the donor(s) or a committee which advises the fund.

Discretionary funds are earmarked for a field of philanthropic interest (e.g., the arts, human services, or environment), or created for unrestricted grantmaking purposes. In the case of field of interest and unrestricted funds, the donor entrusts the Foundation with the task of awarding grants that address current or emerging community needs.

Philosophy

The Foundation funds charitable organizations that are able to demonstrate projects planned with respect to the community's opportunities and needs.

The Foundation gives priority to programs that:

- provide incentive for generating other funds and community resources.
- reach as many people as possible in Lapeer County.
- increase individual access to community resources.
- examine and address the underlying causes of local problems.
- promote personal independence and achievement.
- seek challenge or matching grants.
- attract volunteer resources and support.
- strengthen the private, non-profit sector.
- encourage and facilitate collaboration with other organizations.
- build the capacity of the applying organization.

The Foundation cannot grant monies for political activities.

The Foundation typically will not grant monies for:

- Existing debt or obligations
- Endowment campaigns
- Lobbying activities

Eligibility

The Foundation welcomes grant requests from organizations in and/or serving Lapeer County having recognition under Section 501(c)(3) of the Internal Revenue Code, educational institutions and governmental entities.

Guidelines

Detailed funding priority information for specific funds is available by contacting the Foundation office. Grants from unrestricted funds are made in the areas of education, arts and culture, the environment, health care, human services, recreation and other project topics.

Preference is given to projects that:

- have clear, defined goals and measurable outcomes.
- demonstrate a clear and convincing need and target gaps in current services.
- encourage cooperation, not duplication of services.
- include a long-term, sustainable financial plan.
- increase the capacity of the community and its citizens to participate in identifying community needs and in developing and implementing solutions.
- develop self-reliance and eliminate dependency.
- mirror the diversity of our community and promote equity among its various segments.

Other general policies and considerations:

- The Foundation believes that a community-wide commitment to lifelong learning, development and growth for all citizens is essential to sustaining a healthy community. It is the Foundation's belief that a diversity of individuals, organizations, and perspectives is essential to any effective community effort. The Foundation actively seeks to promote access, equity, and inclusiveness and to eliminate discrimination. The Foundation does not knowingly support organizations that discriminate.
- The Foundation does not fund religious activities. The Foundation will consider funding secular activities sponsored by churches and other faith-based organizations when participation is not based on religious beliefs and/or affiliations.
- Grants are made for one year.
- Grants will not normally be made for operating and/or maintenance budgets.
- Grants will not normally be given to local units of government for basic educational or municipal functions.

LCCF grant funding cannot be used to reimburse individuals or organizations for expenses paid prior to the grant award date, to pay invoices dated prior to the grant award date, or for programs and projects prior to the grant award date. If extenuating circumstances occur that require a grant award decision outside of the normal grant review cycle the applicant **MUST** contact the Executive Director of the Foundation to discuss the need as soon as possible.

Application Procedures

Organizations interested in applying are strongly encouraged to discuss their project with the Executive Director prior to submitting an application. This can help determine if the project meets the basic eligibility criteria and is consistent with the Foundation's program interests. Foundation staff cannot assess

or comment on an applicant's chances for approval. The Foundation reserves the right to request additional information about the organization, the project, and added financial details.

Applications for grants are accepted at any time. Application forms are available by contacting the Foundation office or can be found on the Foundation website at: www.lapeercountycf.org. Applications are fillable form templates. Potential applicants are encouraged to contact the Foundation Executive Director for further information-or questions. The Grant Review Committee meets on the second Monday of January, March, May, July, September, and November. To be considered for funding, applications must be received by 5:00 p.m. on the 15th day of the preceding month (December, February, April, June, August, October). Awards will be announced the second Wednesday of the month following the Grant Review Committee meeting. **Grants will be awarded six (6) times per year.**

Example: February 12, 2018 – Grant application received in the LCCF Office
*Application received after February 15th would not be considered until May
March 11, 2019 – Grant Review Committee meets
April 10, 2019 – Award decision announced

<i>Application must be received by:</i>	<i>To be reviewed in:</i>	<i>Awards will be announced in:</i>
December 15 th	January	February
February 15 th	March	April
April 15 th	May	June
June 15 th	July	August
August 15 th	September	October
October 15 th	November	December

Applications will not be accepted after the date and time specified regardless of postmark date. Faxed or emailed applications cannot be considered. Specific application deadlines may be announced for particular funds or through Requests for Proposals.

Each application will be reviewed when all application information has been received. Members of the Grant Review Committee and/or staff for the Foundation may conduct a site visitation and/or ask to meet with or interview representatives of the applicant organization.

Grant applications shall be submitted sufficiently in advance to provide Foundation staff and the Grant Review Committee time to completely review the funding request. Any circumstances that require consideration of expedited review must be explained in the proposal.

Upon submission, the application and accompanying materials become the property of the LCCF and will be used as deemed appropriate by the Foundation. They may be reviewed with community planning agencies and other individuals and organizations as LCCF assesses the project and potential community impact. The information may also be shared with other foundations and funding sources which call upon LCCF for information about community projects.

Applicants with outstanding/late Project/Program final reports for previous grants may not be considered for one (1) year after the final report has been submitted and any unused funds returned to the Foundation.

Approval Authority

The LCCF Grant Committee has the authority to review all grant applications and make recommendations to the LCCF Board of Trustees for final approval.

The LCCF Executive Committee has the authority to approve grants based on either the recommendation of the Grant Committee or their own review. To approve grants, the Executive Committee must have three (3) of the four (4) members voting in favor. All grant approvals/recommendations will be presented to the LCCF Board of Trustees at their next regularly scheduled meeting for their review.

The LCCF Executive Director and/or Treasurer have the authority to approve grant payment requests made by Donor Advised Funds, Agency Funds, and Designated Funds. These approved grants will be presented to the LCCF Board of Trustees at their next regularly scheduled meeting for review.

Grant requests can be mailed to or dropped off at:

Lapeer County Community Foundation * 235 W. Nepeessing St. * Lapeer, MI 48446 * (810) 664-0691
nboxey@lapeercountycf.org

Lapeer County Community Foundation Grantmaking Policy

Revised 02/13/19

Introduction

The Lapeer County Community Foundation, henceforth known as the Foundation, builds and manages permanent endowment funds from a wide variety of donors to provide grants that enhance the quality of life in Lapeer County, now and for future generations.

Various types of permanent endowment funds, often referred to simply as "funds," are entrusted to the Foundation by donors throughout Lapeer County. The Foundation invests and manages these funds with the goal of increasing their principal and returning part of the earnings to the community through grant making.

Donors establish designated funds for a wide variety of purposes, such as providing scholarships, benefiting specific charities, or supporting a particular purpose. Grants from designated funds are awarded considering input from the donor(s) or a committee which advises the fund.

Discretionary funds are earmarked for a field of philanthropic interest (e.g., the arts, human services, or environment), or created for unrestricted grantmaking purposes. In the case of field of interest and unrestricted funds, the donor entrusts the Foundation with the task of awarding grants that address current or emerging community needs.

Philosophy

The Foundation funds charitable organizations that are able to demonstrate projects planned with respect to the community's opportunities and needs.

The Foundation gives priority to programs that:

- provide incentive for generating other funds and community resources.
- reach as many people as possible in Lapeer County.
- increase individual access to community resources.
- examine and address the underlying causes of local problems.
- promote personal independence and achievement.
- seek challenge or matching grants.
- attract volunteer resources and support.
- strengthen the private, non-profit sector.
- encourage and facilitate collaboration with other organizations.
- build the capacity of the applying organization.

The Foundation cannot grant monies for political activities.

The Foundation typically will not grant monies for:

- Existing debt or obligations
- Endowment campaigns
- Lobbying activities

Eligibility

The Foundation welcomes grant requests from organizations in and/or serving Lapeer County having recognition under Section 501(c)(3) of the Internal Revenue Code, educational institutions and governmental entities.

Guidelines

Detailed funding priority information for specific funds is available by contacting the Foundation office. Grants from unrestricted funds are made in the areas of education, arts and culture, the environment, health care, human services, recreation and other project topics.

Preference is given to projects that:

- have clear, defined goals and measurable outcomes.
- demonstrate a clear and convincing need and target gaps in current services.
- encourage cooperation, not duplication of services.
- include a long-term, sustainable financial plan.
- increase the capacity of the community and its citizens to participate in identifying community needs and in developing and implementing solutions.
- develop self-reliance and eliminate dependency.
- mirror the diversity of our community and promote equity among its various segments.

Other general policies and considerations:

- The Foundation believes that a community-wide commitment to lifelong learning, development and growth for all citizens is essential to sustaining a healthy community. It is the Foundation's belief that a diversity of individuals, organizations, and perspectives is essential to any effective community effort. The Foundation actively seeks to promote access, equity, and inclusiveness and to eliminate discrimination. The Foundation does not knowingly support organizations that discriminate.
- The Foundation does not fund religious activities. The Foundation will consider funding secular activities sponsored by churches and other faith-based organizations when participation is not based on religious beliefs and/or affiliations.
- Grants are made for one year.
- Grants will not normally be made for operating and/or maintenance budgets.
- Grants will not normally be given to local units of government for basic educational or municipal functions.

LCCF grant funding cannot be used to reimburse individuals or organizations for expenses paid prior to the grant award date, to pay invoices dated prior to the grant award date, or for programs and projects prior to the grant award date. If extenuating circumstances occur that require a grant award decision outside of the normal grant review cycle the applicant **MUST** contact the Executive Director of the Foundation to discuss the need as soon as possible.

Application Procedures

Organizations interested in applying are strongly encouraged to discuss their project with the Executive Director prior to submitting an application. This can help determine if the project meets the basic eligibility criteria and is consistent with the Foundation's program interests. Foundation staff cannot assess

or comment on an applicant's chances for approval. The Foundation reserves the right to request additional information about the organization, the project, and added financial details.

Applications for grants are accepted at any time. Application forms are available by contacting the Foundation office or can be found on the Foundation website at: www.lapeercountycf.org. Applications are fillable form templates. Potential applicants are encouraged to contact the Foundation Executive Director for further information-or questions. The Grant Review Committee meets on the second Monday of January, March, May, July, September, and November. To be considered for funding, applications must be received by 5:00 p.m. on the 15th day of the preceding month (December, February, April, June, August, October). Awards will be announced the second Wednesday of the month following the Grant Review Committee meeting. **Grants will be awarded six (6) times per year.**

Example: February 12, 2018 – Grant application received in the LCCF Office
*Application received after February 15th would not be considered until May
March 11, 2019 – Grant Review Committee meets
April 10, 2019 – Award decision announced

<i>Application must be received by:</i>	<i>To be reviewed in:</i>	<i>Awards will be announced in:</i>
December 15 th	January	February
February 15 th	March	April
April 15 th	May	June
June 15 th	July	August
August 15 th	September	October
October 15 th	November	December

Applications will not be accepted after the date and time specified regardless of postmark date. Faxed or emailed applications cannot be considered. Specific application deadlines may be announced for particular funds or through Requests for Proposals.

Each application will be reviewed when all application information has been received. Members of the Grant Review Committee and/or staff for the Foundation may conduct a site visitation and/or ask to meet with or interview representatives of the applicant organization.

Grant applications shall be submitted sufficiently in advance to provide Foundation staff and the Grant Review Committee time to completely review the funding request. Any circumstances that require consideration of expedited review must be explained in the proposal.

Upon submission, the application and accompanying materials become the property of the LCCF and will be used as deemed appropriate by the Foundation. They may be reviewed with community planning agencies and other individuals and organizations as LCCF assesses the project and potential community impact. The information may also be shared with other foundations and funding sources which call upon LCCF for information about community projects.

Applicants with outstanding/late Project/Program final reports for previous grants may not be considered for one (1) year after the final report has been submitted and any unused funds returned to the Foundation.

Approval Authority

The LCCF Grant Committee has the authority to review all grant applications and make recommendations to the LCCF Board of Trustees for final approval.

The LCCF Executive Committee has the authority to approve grants based on either the recommendation of the Grant Committee or their own review. To approve grants, the Executive Committee must have three (3) of the four (4) members voting in favor. All grant approvals/recommendations will be presented to the LCCF Board of Trustees at their next regularly scheduled meeting for their review.

The LCCF Executive Director and/or Treasurer have the authority to approve grant payment requests made by Donor Advised Funds, Agency Funds, and Designated Funds. These approved grants will be presented to the LCCF Board of Trustees at their next regularly scheduled meeting for review.

Grant requests can be mailed to or dropped off at:

Lapeer County Community Foundation * 235 W. Nepeessing St. * Lapeer, MI 48446 * (810) 664-0691
nboxey@lapeercountycf.org