

## 2009 Grant Guidelines, Checklist & Application

**We appreciate your interest in Golden LEAF, the Long-term Economic Advancement Foundation.**

Governmental entities and 501(c)(3) tax-exempt organizations that serve the people of North Carolina are eligible to request funding by completing the grant application form. Use the following guidelines for format and content to make sure your application is complete when you send it. **Faxed or e-mailed applications will not be accepted.**

- You may complete the Golden LEAF grant application one of three ways: 1) by downloading the Microsoft Word Interactive Form; 2) by hand or typewritten on a paper form; or 3) by using the Foundation's online application system.
- Do not fold, bind or staple your proposal. Do not insert in a binder. You may use a presentation folder or envelope to keep it organized.
- You may submit supporting materials, beyond what is required, with the understanding that these materials will not be returned.
- Your application form must be mailed, hand-delivered or submitted via Golden LEAF's online application system no later than **August 1, 2008. Faxed or e-mailed applications will not be accepted.**

### **GRANT APPLICATION FORM**

**Complete the entire application form.** To access the application, visit [www.goldenleaf.org](http://www.goldenleaf.org) and go to the "Annual Grants Cycle" section of the "Applying for a Grant" tab. The form must be signed by *two* authorized officers of your organization. This is generally the chief executive officer and another officer or director.

- **To submit online**, click the online application link in the "Annual Grants Cycle" section. You do not have to complete all of the online application at once. You can save the form at any time and complete it at your convenience. You must create an Applicant Account or your application will not be saved. You will receive an e-mail that confirms your password and provides a link to your application. **SAVE THIS E-MAIL. Use the link provided in the e-mail to access your application. The online application must be submitted by August 1, 2008.**
- **To type or hand-print** the information on a paper form, you may contact the Foundation and request a grant application package by mail or you may print the form yourself from our Web site. After completing the application, follow the rest of this checklist and mail your completed proposal package to the Foundation. **The completed application package must be postmarked or received at the Golden LEAF office by the deadline, August 1, 2008 in order to be considered for funding. Faxed or e-mailed applications will not be accepted.**

Application deadline:

**August 1, 2008**

You must provide a complete proposal package, following these guidelines, to be considered for a grant.

- **To complete your application using the interactive form on our Web site**, select the Microsoft Word Interactive Form version in the "Annual Grants Cycle" section of the Web site. Be sure to save it to your own computer before beginning to fill it out. The form is locked, and only allows you to fill in the blanks for each item of the application. The format, type size, etc., are all predetermined. Once you have completed the application, print it and mail it to the Foundation. **DO NOT** e-mail the application. E-mailed applications will not be considered for funding. **The completed application package must be postmarked or received at the Golden LEAF office by the deadline, August 1, 2008 in order to be considered for funding. Faxed or e-mailed applications will not be accepted.**

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**THE FOLLOWING IS A CHECKLIST OF INFORMATION NEEDED IN ADDITION TO THE APPLICATION FORM TO SUBMIT A COMPLETE APPLICATION.**

**NARRATIVE PROPOSAL** - Submit a written description of your proposed project following these guidelines:

**Content**

**Organization Information (Limit: 1 page)**

**Describe your organization**, including a brief history, current programs, activities and accomplishments. Provide your organization's mission statement, goals and objectives.

**Proposal Description (Limit: 3 pages)**

**Define the goals and objectives of the project.** Explain how your project will meet one or more of the funding priorities of the Foundation, and will benefit tobacco-dependent, economically distressed and/or rural communities. Identify the geographic area and population your project will serve, and explain how these people will benefit from your project. Describe how you will implement the program of work for your project. Identify any collaborating organizations and define their roles in the project. Describe how the project will be sustained beyond the life of this grant.

**Expected Outcomes (Limit: 1 page)**

**Describe what you expect the project to accomplish** and how you intend to evaluate its progress. Define what the short-term and long-term impacts of your project will be and how you will measure success. Specifically, how will people and/or places be better off economically?

**Format (if completed by Microsoft Word Interactive Form or by hand)**

**Make your proposal easy to read.** Complete by hand in ink, type, or use a word processor. Use a typeface no smaller than 10 points. Do not use any colored text.

**Use standard letter-sized paper (8.5" x 11")** that will easily photocopy – white or very light color, without background patterns or designs.

**Do not staple or bind any part of the proposal.** The narrative may be no more than 5 pages – single-spaced, printed on one side of the paper, with margins of at least 1 inch.

**ATTACHMENTS**

Provide the following materials along with the narrative proposal and grant application form. **If you are unable to attach any of the required documents to your online submission, those documents must be mailed to the Foundation and postmarked by the application deadline. Print or make photocopies of documents on standard, letter-sized white paper only.**

**Board of Directors** - List of the organization's board members along with their addresses and occupations.

**Staff** - List of staff who will be involved in your project, and their job description.

- Project Timeline** - A projected timeline for the life of the project that identifies tasks to be accomplished.
- Project Budget** - An itemized project budget, including projected costs and funding sources. Indicate the amount of funding requested from Golden LEAF, and specify how it will be used. The Foundation does not cover indirect costs of applicant organizations.
- Major Contributors** - List the major contributors to the organization and the amounts given for the current year.
- Evidence of Tax-Exempt Status** - A copy of the current IRS determination letter of exemption.
- Financial Statements**
  1. Most recent fiscal year-end financial statement.
  2. The organization's budget for the current year.
  3. The organization's budget for the period covered by the grant request.
- Community/County Partners** – If your project serves or impacts multiple communities or counties, please provide a list of contact information for your partners in those communities or counties.
- Business Plan, Strategic Plan, Feasibility Studies (as applicable)** – If your project has a business or strategic plan or is the result of a feasibility study, please submit copies of those documents, as applicable.

## **SUBMIT**

**If you submit your application by mail or hand-deliver it, please include one original and one copy of the entire proposal package**, including the grant application form, narrative proposal, and attachments. The application package must be submitted using the online application system, hand-delivered or post-marked by Friday, August 1, 2008. Funding requests that do not meet the deadline may not be considered in this cycle.

- **BE SURE to have the required *two* signatures from authorized officials on the application form.**
- **Proposals will be presented for funding consideration at the Golden LEAF Board of Directors meeting in November. Awards will be announced by mid-November.**

**Mail or deliver your completed grant application package to our office in Rocky Mount or submit using our online application system. We will not accept faxed or e-mailed submissions.**

**Golden LEAF address:           Golden LEAF Foundation  
  301 North Winstead Avenue  
  Rocky Mount, NC 27804**

## **The Public Records Act**

**Proposals submitted to Golden LEAF are subject to the North Carolina Public Records Act and thus subject to inspection by the public. For information on limited exceptions to the Public Records Act, please contact Golden LEAF staff.**

## 2008-2009 Grant Application Form

*Established in 1999, Golden LEAF was created to manage one-half of North Carolina's share of funds from the Master Settlement Agreement with tobacco companies. The Foundation supports tobacco-dependent, economically distressed and/or rural communities working to transition to more prosperous and stable economies. Golden LEAF has an open door policy and encourages individuals to contact the Foundation to discuss project ideas or other issues before submitting an application.*

**Project Title** \_\_\_\_\_

**Amount Requested** \_\_\_\_\_

**Date Submitted** (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Application is not complete without all attachments outlined in the Grant Guidelines and Checklist or without signatures from two authorized officials of the applicant organization. The completed application package must be postmarked or received at the Golden LEAF office by the deadline, August 1, 2008, in order to be considered for funding. Faxed or e-mailed applications will not be accepted.**

### AGREEMENT and CERTIFICATION

By signing below, we affirm that we are authorized representatives and have the authority to act on behalf of the organization applying for this Golden LEAF grant. We further agree and acknowledge the following: The information provided in this material is correct and complete. The funds granted by Golden LEAF will be used exclusively for charitable, scientific, educational or other tax-exempt public purposes. Requests for funding and all supporting information submitted to Golden LEAF are subject to the Public Records Act, and therefore available for public inspection.

For \_\_\_\_\_  
*Applicant Organization*

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_  
*First Middle/Initial Last*

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_  
*First Middle/Initial Last*

Title \_\_\_\_\_

Please complete all items in this application. The application may be completed by hand in ink, by typewriter, or produced by word processor using this application form. Do not use any colored text. You must submit the original and one copy. Refer to the 2009 Grant Guidelines checklist when preparing your request for funding.

**SECTION I. THE APPLICANT ORGANIZATION**

**A. Name and address of the organization applying for grant**

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_

Phone ( ) - Ext. \_\_\_\_\_ Fax ( ) - \_\_\_\_\_

E-mail \_\_\_\_\_ Web site \_\_\_\_\_

**B. Officer, employee or contact person responsible for your grant request**

Title -- Name \_\_\_\_\_  
*First*
*Middle/Initial*
*Last*

Phone ( ) - Ext. \_\_\_\_\_ E-mail \_\_\_\_\_

Position: \_\_\_\_\_

**C. Project Director (person responsible for implementing the project, if different from above)**

Title -- Name \_\_\_\_\_  
*First*
*Middle/Initial*
*Last*

Position: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_

Phone ( ) - Ext. \_\_\_\_\_ Fax ( ) - \_\_\_\_\_

E-mail: \_\_\_\_\_

**D. Applicant's tax-exempt status (Please check one)**

- (501)(c)(3) organization       Governmental unit

Federal Tax ID Number \_\_\_\_\_ - \_\_\_\_\_

➤ **Please include a copy of your organization's current IRS tax-exempt status determination letter or designation as a governmental agency.**

**E. Fiscal Information**

Organization's Fiscal Year (ex. July 1 to June 30) From \_\_\_\_\_ to \_\_\_\_\_

Date of incorporation (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Total annual operating budget \$ \_\_\_\_\_

Total current endowment or reserve \$ \_\_\_\_\_

**F. Budget Information**

Amount of grant requested from Golden LEAF \$ \_\_\_\_\_ Total Project Budget \$ \_\_\_\_\_

Other sources of funds for the project:

| Source | Amount Requested | Cash Committed | In-Kind Committed |
|--------|------------------|----------------|-------------------|
| _____  | \$ _____         | \$ _____       | \$ _____          |
| _____  | \$ _____         | \$ _____       | \$ _____          |
| _____  | \$ _____         | \$ _____       | \$ _____          |
| _____  | \$ _____         | \$ _____       | \$ _____          |

**G. Sustainability**

**In 150 words or less, describe plans to sustain funding for your project beyond the grant.**

**SECTION II. PROPOSAL DESCRIPTION** – You **must** answer the following questions in the space provided below. **Limit your responses to the space provided on this page only. Answers to these four questions combined should not exceed one page.** Further detail can be provided in the required narrative attachment.

- A. What is the proposed plan of action?** In 150 words or less, please describe the need or problem the project will address and the project’s plan of action and expected deliverables or results.
- B. Who benefits?** In 100 words or less, please describe the population to be served and/or impacted by this project. Please indicate how this project benefits tobacco-dependent, economically distressed and/or rural communities.
- C. What difference will the project make and how will success be measured?** In 100 words or less, describe the project’s goals and what you will measure to know if you are achieving them. Describe how you will monitor progress and results over the short-term and long-term.
- D. How will Golden LEAF funds be utilized?** In 100 words or less, describe how grant funds will be expended.

**Section III: PROJECT OUTCOMES AND IMPACT**

**A. Expected economic impact and outcomes** *(Provide estimated numbers for any that apply. Give detailed explanation in proposal narrative.)*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> New jobs created _____                            | <input type="checkbox"/> Jobs retained _____             | <input type="checkbox"/> Worker skills upgraded _____       |
| <input type="checkbox"/> New investment _____                              | <input type="checkbox"/> Tax base increase (\$) _____    | <input type="checkbox"/> Increased Payroll _____            |
| <input type="checkbox"/> Farmers Assisted/Educated _____                   | <input type="checkbox"/> Farmers in New Production _____ | <input type="checkbox"/> New Farm Acres in Production _____ |
| <input type="checkbox"/> People served (conferences, meetings, etc.) _____ |  |   |

Other: List any other primary indicators of your project’s success. How will you know change has occurred?

**B. Geographic area in North Carolina this project will serve** *(Where will project work be conducted? Please select one and list all areas directly impacted by the project.)*

- Statewide
- or**
- County or counties \_\_\_\_\_
- or**
- Community or communities \_\_\_\_\_

➤ Please attach contact information for representatives of the communities/counties your project will serve.

**C. Project Timeframe**

Begin \_\_\_\_\_ End \_\_\_\_\_

**D. Grant Timeframe**

Begin \_\_\_\_\_ End \_\_\_\_\_