

GOLDEN LEAF, INC

(LONG-TERM ECONOMIC ADVANCEMENT FOUNDATION)

ECONOMIC CATALYST GRANT GUIDELINES

We appreciate your interest in Golden LEAF. We welcome all eligible organizations to request funding by completing the grant application form and preparing a grant proposal according to these guidelines. Use this checklist, including guidelines for format and content, to make sure your application is complete when you send it.

- Do not fold, bind or staple your proposal. 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.

Before you begin to assemble your proposal, please read carefully the following information about the Golden LEAF Economic Catalyst Grants for Economic Catalyst and Site Certification projects. Be sure you understand the purposes and requirements of the grant you're requesting, and make sure that your organization is eligible for the program.

ECONOMIC CATALYST PROJECTS

- Golden LEAF will assist eligible state, regional and local economic development entities with Economic Catalyst Grants to support permissible activities that lead to job creation and retention in tobacco-dependent or economically distressed areas.
- In general, these grants will not exceed \$200,000.
- Project requests in this category must be for job creation and/or retention activities that are AT RISK without Golden LEAF participation.
- Proposals for Economic Catalyst Grants must be coordinated with the N.C. Department of Commerce and the appropriate regional economic development partnership.
- Up to 80 percent of the grant funds will be released during the project, with at least 20 percent retained by the Foundation until the Grantee's obligations under the grant are completed, including the submission of a final report on the project funded.
- If awarded, Economic Catalyst grant agreements typically have conditions related to expected job creation and job retention performance measures. Golden LEAF often requires grantees to enter an agreement with companies outlining appropriate consequences if companies fail to satisfy job creation or retention commitments. Applicants under the Economic Catalyst Cycle are strongly encouraged to discuss conditions that may be applicable to their grant award with Golden LEAF staff when the application is submitted.

Economic Catalyst Grants may be used to support activities such as the following:

- Renovate or improve an industrial facility, owned by an eligible (non-private) entity, which will be sold or leased at fair market value to a business locating or remaining in a high-priority area of North Carolina.
- Purchase of equipment or other fixed assets owned by eligible entities and leased to for-profit entities at fair market value.
- Assistance with the delivery of training programs offered by eligible entities, such as a community college, and made available to the public, for the development of transferable skills required by industries or companies that will increase the number of jobs available to the public.
- Assistance to a governmental unit to help fund pre-development costs associated with public infrastructure improvements, such as water and sewer, that would result in job creation or retention.

SITE CERTIFICATION PROJECTS

The goals of the Site Certification program are to create NC Certified Industrial Sites in counties that are interested in developing “shovel ready” sites, and to increase the number of NC Certified Industrial Sites. We encourage bundling of projects so that economies of scale can minimize the costs of certification.

- Site Certification grants are available to local governments and regional economic development partnerships.
- The grant application must be in conjunction with a request for site certification in accordance with the North Carolina Department of Commerce’s Certified Site Standards Program.
- Grants will be made for no more than \$50,000 per site.
- Property being considered for site certification must be under option or controlled by the county or economic development agency and for sale at a fixed price. “Controlled” is defined as having an option in recordable form, or equivalent evidence of control. An option shall exist for a term of no less than three years.
- Payment will occur based on the following schedule: 25 percent of the funds will be released up front; 50 percent will be released after the first payment has been fully expended *and* evidence is submitted showing significant progress toward meeting the 31 standards of the NC Certified Site Standards Program; and 25% retained by the Foundation until the Grantee’s obligations under the grant are completed, including the submission of a final report on the project funded, demonstrating that site certification has been achieved.

- Matching funds are required based on the following formula:

<i>Tier Designation</i>	<i>Grant</i>	<i>Match</i>
❖ Tier 1 and 2 (Distressed) Counties	75%	25%
❖ Tier 3 Counties	50%	50%
❖ Tier 4 and 5 Counties	25%	75%

- Based on extenuating circumstances, the required match and/or maximum award may be waived for Tier 1 and 2 counties. Waiver must be requested as part of the grant process and approved by the Golden LEAF Board of Directors.
- Eligible costs are the direct costs associated with meeting the 31 criteria identified in the NC Certified Site Standards Program.
- Priority consideration will be given to applications from counties with (1) no certified sites; (2) fewer than three certified sites; (3) existing certified sites with the 3-year option about to expire.

DEADLINES for Economic Catalyst and Site Certification Grant proposals are October 2, 2006, February 1, 2007 and May 1, 2007.

GRANT CHECKLIST

GRANT APPLICATION FORM

- **Complete the entire application form.** The form must be signed by two authorized officers of your organization. This is generally the chief executive officer and another officer or director.
- **You may complete the form on paper or electronically.** To type or hand-print the information on a paper form, you may request a grant package by mail or you may print the form yourself from our website, www.goldenleaf.org. Click on the Grants section, then select the Adobe Acrobat Reader “PDF” version of the Economic Catalyst Grant Application form. After completing the application, follow the rest of this checklist and mail your completed proposal package.
- **The best and easiest way to complete your application is to use the interactive form on our website.** It is also available in the Grants section of the website – select the Microsoft Word Interactive Form version. 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, and the format, type size, etc., are all predetermined.
- **To navigate in the form,** use the tab key to move to the next item, or click with the mouse on the one you wish to enter. Using the enter key does not move to the next item. For items with a checkbox, such as grant type, simply click to place an X in the box.
- **The items which request financial information,** such as budget and grant amounts, have the dollar amounts already formatted, so you don’t need to type dollar signs or commas. To enter \$12,345.00, you only type **12345**. For even dollar amounts, do not include the 00 at the end. To indicate cents, type the entire number including the decimal: \$1,234.55 is typed **1234.55**.

- **Once you have completed the interactive form**, simply print it out, then follow the rest of this checklist and mail your completed proposal package. **Your application isn't complete until the entire package is received in our office with original signatures.**

NARRATIVE PROPOSAL

Submit a written description of your proposed project, following these guidelines.

Content

Organization Information (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 (3 pages)

Define the goals and objectives of the project. Explain how your project will meet the Economic Catalyst funding priorities the Golden LEAF Foundation has established for this cycle. 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. If you are in a partnership, identify the participating organizations and define their roles in the project. Describe how the project will be sustained beyond the life of this grant.

Expected Outcomes (1 page)

Describe what you expect the project to accomplish, and how you intend to evaluate its progress. Define what the long-term impact of your project will be.

Format

- Make your proposal easy to read.** Complete by hand in ink, type, or use a word processor. Use a typeface which 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. **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 descriptions.
- 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 our Foundation and 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 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.

SUBMIT

Submit one original and one copy of the entire proposal package, including the grant application, narrative proposal, and attachments, postmarked or delivered to our offices **by the application deadline** (October 2, 2006; February 1, 2007; and May 1, 2007). **Proposals will be presented for funding consideration at the Golden LEAF Board of Directors meetings in November, March, and June. Awards will be announced no later than the 15th day of the month in which the proposal was considered for funding.**

Mail or deliver your completed grant application package to our offices in Rocky Mount. We will not accept faxed or electronic copies. **Your application isn't complete until the entire package is received in our office with original signatures. The *completed* proposal package must be postmarked or delivered by the deadline to be considered for funding.**

**Send to: Golden LEAF Foundation
107 SE Main Street
Suite 500
Rocky Mount, NC 27801**

The Public Records Act

Proposals submitted to the Golden LEAF are subject to the North Carolina Public Records Act and thus subject to inspection by the public.

Golden LEAF is subject to the North Carolina General Statutes relating to public records and confidential information. In the context of economic development projects, the Foundation is permitted to withhold public records relating to proposed expansion or location of businesses and projects in North Carolina so long as the release of these materials would "frustrate the purpose for which they were created." "Trade secrets" are also exempt from otherwise required disclosure if certain conditions are met. If you believe that your application contains public records that

are exempt from public disclosure or trade secrets, please contact the Golden LEAF staff before submitting your application to discuss processes for protecting confidential and trade secret information from disclosure. Link here <http://www.goldenleaf.org/ecgrantsrecords.html> for further information about these statutory provisions and how they may affect Golden Leaf applicants.