

2009-2010 Open Grants Program Guidelines

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

Governmental entities and 501(c)(3) nonprofit tax-exempt organizations that serve the people of North Carolina are eligible to request funding from Golden LEAF. This document provides information on how to apply to the Foundation in its Open Grants Program. Carefully read and follow the steps below to ensure your submission is eligible for review. If after reading the guidelines you have questions regarding Golden LEAF or the Open Grants Program application process, please contact a member of the [Golden LEAF Programs staff](#) prior to making your submission.

STEP 1: LETTER OF INQUIRY (LOI)

The Golden LEAF Foundation seeks to fund those programs and initiatives that most closely align with its mission and priorities. Applicants are invited to submit a Letter of Inquiry (LOI) using the forms and process described below. Submission of an LOI is the first step in pursuing Golden LEAF funding under the Open Grants Program. Applicants may submit supplemental information and letters of support; however, the LOI form must be complete and stand on its own. The Golden LEAF Board of Directors will review LOIs and invite some organizations that submitted those LOIs to submit a full application for consideration. **Applicants that are not invited to submit a full application will not receive funding. An invitation to submit a full application does not imply the proposal will be funded.**

To submit the LOI online:

- At the Golden LEAF Web site, click the “on-line application form” link in the “Open Grants Program” section. Respond to all questions, fill in all blanks on the form, and upload all required attachments ([certification and signature form](#) and the Open Grants Program [project budget form](#)). If you cannot upload the attachments, you may mail them to Golden LEAF. If you cannot complete the online form at once, you may save the form at any time and [complete it later](#). Before exiting the program, you *must* create an Applicant Account or your form will not be saved. When you have completed the form, click “Submit.” Once you have submitted the LOI, you will receive a confirmation e-mail with further instructions. If you have not received a confirmation e-mail within two (2) business days of your submission, please contact a member of the Golden LEAF Programs staff.

To complete the LOI using the Microsoft Word interactive form on our Web site:

- Select the “Forms and Guidelines” interactive version of the LOI in the “Open Grants Program” section of the Golden LEAF Web site. Save it to your own computer before beginning to fill it out. Once you have completed the form, save it. You may then e-mail it to LOI@goldenleaf.org (If you choose to e-mail the application form, you must first print the signature page, sign it, scan it, and then upload it as an attachment to your e-mail before sending **or** mail your signature page separately and indicate that you have mailed the signature page in the body of your e-mail), **or** print it and mail it to the Foundation to the attention of “Open Grants Program.” If you have not received a confirmation e-mail within two (2) business days of your e-mail submission or within five (5) business days if LOI was sent by post, please contact a member of the Golden LEAF Programs staff. Though not required, we recommend that applicants submitting materials by mail use a service that allows the sender to track the receipt of materials.

If you would like to receive a hard copy of any forms, please contact [Golden LEAF staff](#).

A Letter of Inquiry that is incomplete, faxed or e-mailed to an address other than LOI@goldenleaf.org will be not be eligible for review, and must be properly completed. If you have not received confirmation of receipt in the time frames outlined above, please contact [Golden LEAF staff](#) to make certain your LOI was properly submitted and received.

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STEP 2: LOI REVIEW

Once an LOI is received by Golden LEAF, it will be reviewed by staff and by the Golden LEAF Board of Directors. The Board, at a regularly scheduled board meeting, will determine its interest in receiving a full application for the project. [[Click here](#) to see the review schedule.] All organizations that submitted a Letter of Inquiry will be notified of the Board's decision whether or not to invite a full proposal. Notification will be made to the contact person listed on the LOI.

Organizations who are invited to submit a full application will receive further instructions. **Grants will not be awarded to organizations that are not invited to submit a full application. An invitation to submit a full application does not imply a proposal will be funded, but indicates an interest by the Golden LEAF Board to learn more about the project.**

Applicants that are not invited to submit a full application may not resubmit a LOI for the same project for six months following the decision by the Golden LEAF Board not to invite a full proposal. (Applicants are eligible to submit LOIs for substantially different projects at any time.)

****DO NOT PROCEED WITH STEP 3 UNLESS INVITED BY GOLDEN LEAF TO SUBMIT A FULL APPLICATION.****

STEP 3: GRANT APPLICATION (BY INVITATION ONLY)

If your organization is invited by Golden LEAF to submit a full application, you will have **eight (8) weeks from the invitation date to make that submission**. Submission of a full application in less than eight weeks may result in an earlier review by the Golden LEAF Board of Directors. [[Click here](#) to see the review schedule.]

Access to the full application materials will be provided in your invitation letter. You will have the option to complete the application by using our online application system or by downloading a Microsoft Word interactive application form from our Web site.

REQUIRED ATTACHMENTS (FOR FULL APPLICATIONS ONLY—NOT REQUIRED FOR LOIs)

In addition to completing the application form, applicants that are invited to submit a full application will be required to provide ALL required attachments. Electronic files of attachments may be uploaded in the online application system or attached to an e-mailed application. Attachments may also be sent by mail or delivery service. **An application is not considered complete or eligible for review unless ALL blanks have been appropriately filled in, questions answered and attachments provided, and all documents have been received by Golden LEAF.**

For applicants' information we have set out below a checklist of attachments that must comply with the guidelines provided and must accompany the application form in order for a full application to be considered complete and eligible for review. **These attachments are not required for the initial LOI submission.**

- Organization Information (Maximum length: 1 page)**
Provide a more detailed summary of your organization's history, current programs, activities and accomplishments, as well as its mission statement, goals and objectives.

- **Use a font no smaller than 10 points.**
- **Use only black as the font color—no colored text.**

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- Proposal Description (Maximum length: 3 pages)**
Provide a more detailed, written description of the proposed project that:
- Explains 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;
 - Identifies the geographic area and population your project will serve;
 - Explains how the population served will benefit from your project;
 - Describes how you will implement the project to achieve its desired outcomes; and,
 - Defines the specific role of any collaborating organizations involved in the project.

- Expected Outcomes (Maximum length: 1 page)**
List the outcomes you expect the project to accomplish, describing both the short-term and long-term impacts. Describe how you will evaluate progress toward achieving those outcomes, the milestones that indicate the project is on track. How will people and/or places be better off economically as a result of this project.

- Agreement and Certification**
Document should be signed and dated by two authorized officials of the applicant organization:
- If you choose to e-mail the application form, you must first print the form, sign it, scan it, and then upload it as an attachment to your e-mail before sending **OR** mail your signature page separately and indicate that you have mailed the signature page in the body of your e-mail.
 - If you choose to submit an online application, you must download the [certification and signature form](#), print it, sign it, scan it and upload it to your online application **OR** mail in the signature page separately.

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

- Staff**
List of staff who will be involved in the project, brief job descriptions, and their roles in the implementation of the project

- Project Timeline**
A projected timeline for the life of the project that identifies tasks to be accomplished.

- 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

- **Documents should be single-spaced with 1" margins.**
- **Format to standard, letter-sized paper (8.5" x 11").**

Additionally, if not using the online application system or sending by e-mail:

- **Print documents on white or off-white paper, without background patterns or designs.**
- **Do not staple or bind any part of the proposal**

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Financial Statements

- Most recent fiscal year-end financial statement
- The organization's budget for the current year
- The organization's budget for the period covered by the grant request

Community/County Partners

A list providing contact information for your partners in the communities and/or counties served by your project

- Business plan/Strategic plan/Feasibility studies (as applicable and if available)**

STEP 4: GRANT APPLICATION REVIEW AND NOTIFICATION

Completed full applications will be reviewed by Golden LEAF staff and by the Golden LEAF Board of Directors. The Board will decide whether or not to fund the proposal, request more information about the proposal(s) submitted, or take some other action. Notification of the Board's determination will be sent to the contact person on the application form. [[Click here](#) to see the review schedule.]

The Public Records Act

Information submitted to Golden LEAF is 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](#).