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## ECONOMIC CATALYST GRANT GUIDELINES & APPLICATION CHECKLIST

**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 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. The Golden LEAF Foundation has an open door policy, and welcomes the opportunity to discuss project ideas prior to submission.

### **ECONOMIC CATALYST PROJECTS**

Golden LEAF will consider applications to assist eligible state, regional and local economic development entities with grants to support permissible activities that lead to job creation in tobacco-dependent or economically distressed areas. Applicants are strongly encouraged to contact Golden LEAF staff to discuss the potential projects and conditions that may be applicable prior to submitting an application.

- Eligible applicants are governmental entities and 501 (c)(3) non-profit organizations.
- Project requests in this category must be for job creation. The projects must be **AT RISK** without Golden LEAF participation. Projects are determined to be “**At Risk**” based on a number of factors including: evidence of urgency for assistance necessary to facilitate job creation, demonstrable need, the county's ability to pay, competitive sites in other states being considered, and others. The most competitive applicants will provide information showing that without Golden LEAF participation a funding gap exists that would significantly impair the applicant's ability to attract jobs tied to the project.
- Grants are available for projects that include the creation of full-time equivalent positions (FTE) in NC. Full-time equivalent is defined as employment that provides 1,600 hours or more per year of work. In addition, companies must provide at least 50% of the cost of employee-only health insurance.

- Project support will be determined by considering a number of factors including: the county's tier designation status as published by the NC Department of Commerce, the number of jobs created, and the quality of jobs. The Golden LEAF Board of Directors may consider other factors, including:
  - ✓ Economic impact of project, including costs and benefits to the state.
  - ✓ Strategic importance of the project to the state, region, or locality.
  - ✓ Quality of industry and project.
  - ✓ Environmental impact of project.
  - ✓ Identified needs that are directly related to job creation from the project.
  - ✓ Competition for the project with a location outside North Carolina.
  - ✓ Support will also help avoid imminent job losses.
  
- Economically distressed or tobacco-dependent communities that are located in high wealth counties may make the case for support due to project activity being located in a blighted area or because of negative trends in employment, average earned income, poverty, or similar factors. In these cases, Golden LEAF will expect the County to provide significant project support. Golden LEAF funds will not be available to satisfy shortfalls resulting from County policies limiting County support for a project.
  
- Proposals for Economic Catalyst Grants must be coordinated with the N.C. Department of Commerce and the appropriate regional economic development partnership.
  
- Applicants must identify specific charitable, educational, or scientific uses for Golden LEAF funds, as defined by Section 501 (c)(3) of the Internal Revenue Code, that are directly related to the project. Golden LEAF may require the applicant to demonstrate that the business is committed to create the promised jobs and/or obligated to repay a pro rata amount of the grant if there are job creation shortfalls. Examples of eligible projects include:
  - ✓ 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. In projects such as these, prior to release of funds, Golden LEAF will typically require evidence of an inducement agreement demonstrating that the company is obligated to meet the job creation projections and wage standards, and providing appropriate consequences should the company fail to satisfy its obligations. In addition, Golden LEAF may release some or all of the funds awarded on a pro rata basis as training is provided.
  - ✓ Assistance to a governmental unit to help fund pre-development costs associated with public infrastructure improvements, such as water and sewer, which would result in job creation. In projects such as these, prior to release of funds, Golden LEAF will typically require evidence of an inducement agreement demonstrating that the company is obligated to meet the job creation projections and wage standards, and providing appropriate consequences should the company fail to satisfy its obligations.
  - ✓ Renovation or improvement of an industrial facility owned by an eligible 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, or for purchase of equipment or other assets owned by eligible entities and leased or sold to for-profit entities at fair market value. Priority will be given only when evidence shows that practical lease or financing options are not available from traditional sources of capital. In projects such as these, Golden LEAF will typically require the grantee to enter a clawback agreement with the business requiring the business to repay a pro rata amount of the grant award if the company fails to create the projected jobs. Where the project involves the sale or lease of equipment to a company, Golden LEAF may require that the sale or lease agreement restrict the company from moving the equipment out of North Carolina.

### **Public Records Notice**

**Golden LEAF is subject to the North Carolina 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 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/staff.html> for further information about these statutory provisions and how they may affect Golden LEAF applicants.**

### **Deadlines for Economic Catalyst Grant applications are January 15, April 15, and September 15.**

Applications must be postmarked or placed with a commercial delivery service by the application deadline. If delivered by another means, the application must be received in the Golden LEAF offices by the deadline. If the deadline falls on a weekend or holiday, submittal is due the next business day. Faxed or e-mailed applications are not accepted. Applicants may request out of cycle consideration for urgent projects.

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## GRANT CHECKLIST – ALL ITEMS IN CHECKLIST MUST BE ATTACHED TO THE APPLICATION.

### 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](http://www.goldenleaf.org). Click on the “Applying for a Grant” tab, 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.
- Job Classification and Wage/Benefits Breakdown** – Attach a description of the jobs to be created and/or retained as part of the project. Describe the jobs by their classification or category and the wages and benefits associated with those jobs.
- Average County Wage** – Attach evidence of the current average wage for the county.
- “Claw-back” Provisions** – Please provide evidence that “claw-back” provisions are in place that require repayment for shortfalls in the creation and/or retention of jobs and meeting wage standards.
- Agency Support** – please attach evidence of support for the project from the N.C. Department of Commerce and the appropriate regional economic development partnership.
- 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, if applicable.
- 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. If the deadline falls on a weekend or holiday, the submittal is due the next business day. Deadlines for proposals are January 15, April 15 and September 15.**

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  
301 N. Winstead Ave.  
Rocky Mount, NC 27804**

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## **The Public Records Act**

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**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/staff.html> for further information about these statutory provisions and how they may affect Golden LEAF applicants.

The Golden LEAF Foundation was founded in 1999 by the State of North Carolina to receive and distribute a portion of the funds coming to our state from the settlement of litigation against manufacturers of tobacco products.



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Fax 252-442-7404  
www.goldenleaf.org ▪ info@goldenleaf.org

## ECONOMIC CATALYST GRANT APPLICATION

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

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

**Date Submitted** \_\_\_\_\_

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. **Refer to the Economic Catalyst Grant Guidelines checklist when preparing your request for funding. The application is not complete without all the items listed in the Guidelines.**

### SECTION I. THE APPLICANT ORGANIZATION

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

Organization \_\_\_\_\_

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

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

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

Phone ( ) - \_\_\_\_\_ Fax ( ) - \_\_\_\_\_

Email @ \_\_\_\_\_ Website www. \_\_\_\_\_

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

Title Mr. Name \_\_\_\_\_  
First Middle/Initial Last

Phone ( ) - \_\_\_\_\_ Email @ \_\_\_\_\_

**C. 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 IRS tax-exempt status determination letter or state designation as a governmental agency.**

**D. Fiscal Information**

Date of incorporation \_\_\_\_\_

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

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

**SECTION II. THE PROJECT AND GRANT**

**A. Project Objectives** *(In this space, describe your project's purpose and objectives.)*

**B. Geographic area in North Carolina this project will serve**

*(Where will project work be conducted? Please select one and list areas directly impacted by the project.)*

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

**C. Expected economic impact and outcomes** *(Check all that apply and provide estimated numbers for each.*

*Include in project objectives above and give detailed explanation in proposal summary.)*

- |                                                 |                                                  |                                                                  |
|-------------------------------------------------|--------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> New jobs created _____ | <input type="checkbox"/> Jobs re-tained _____    | <input type="checkbox"/> Worker skills upgraded _____            |
| <input type="checkbox"/> New investment _____   | <input type="checkbox"/> Tax base increase _____ | <input type="checkbox"/> Other <i>(Explain in summary)</i> _____ |

**D. Project Timeframe**

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

**E. Grant Timeframe**

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

**F. Project Director**

Title Mr. Name \_\_\_\_\_  
First Middle/Initial Last

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

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

State NC Zip Code -

Phone ( ) - Fax ( ) -

Email @

**G. Budget Information**

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

Other sources of funds for the project:

Source	Amount Requested	Amount Committed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III. PROPOSAL SUMMARY**

*Please write a brief description of your project's purpose, objectives and methods. Describe your plan of action and how the Golden LEAF grant will be used to implement it.*

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## SECTION IV. CERTIFICATION

Application is not complete without signatures from two authorized officials of the applicant organization. The completed application package, including all the information outlined in the Economic Catalyst Grant Guidelines, must be postmarked or received in the Golden LEAF Foundation offices by the deadline date in order to be considered for funding.

### AGREEMENT

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 the Golden LEAF are subject to the Public Records Act, and therefore, available for public inspection.

### CERTIFICATION

The information provided in this material is correct and complete. 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.

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

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

Title \_\_\_\_\_

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

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

Title \_\_\_\_\_

FOR \_\_\_\_\_  
*Applicant Organization*

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