FY2019 Letter of Inquiry guidelines for the Community-Based Grantsmaking Initiative in the following region in North Carolina:

**NORTHEAST PROSPERITY ZONE:** [Beaufort County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37013.pdf), [Bertie County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37015.pdf), [Camden County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37029.pdf), [Chowan County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37041.pdf), [Currituck County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37053.pdf), [Dare County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37055.pdf), [Gates County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37073.pdf), [Halifax County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37083.pdf), [Hertford County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37091.pdf), [Hyde County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37095.pdf), [Martin County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37117.pdf), [Northampton County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37131.pdf), [Pasquotank County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37139.pdf), [Perquimans County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37143.pdf), [Pitt County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37147.pdf), [Tyrrell County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37177.pdf), [Washington County](https://accessnc.nccommerce.com/DemoGraphicsReports/pdfs/countyProfile/NC/37187.pdf)**.**

We appreciate your interest in the Golden LEAF Foundation. This year, through its Community-Based Grantsmaking Initiative (CBGI), the Foundation seeks to provide assistance for projects in the Northeast Prosperity Zone of North Carolina that support the building blocks of economic development. To be eligible for consideration, a project must have the endorsement and signature of the County Manager of the county in which the organization is located and submit a completed online Letter of Inquiry (LOI) form and attachments described in these instructions.

Golden LEAF seeks to fund those programs and initiatives that most closely align with its mission and priorities. 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 describes how to be considered through the Foundation’s Community-Based Grantsmaking Initiative. If, after reading the guidelines, you have questions regarding Golden LEAF or the CBGI application process, please contact Dan Gerlach dgerlach@goldenleaf.org, Mark Sorrells msorrells@goldenleaf.org or Ted Lord tlord@goldenleaf.org by e-mail or by phone at 888-684-8404.

**The Process**

**Step 1:** Contact your COUNTY MANAGER to discuss your project idea.

**If your project is deemed to be a priority for your county and/or region, your county manager will give you access to the Golden LEAF online LOI form. Once you receive access from your county manager, follow the process below. Attached is a version of the LOI form so potential applicants can see what information is required to apply.**

**Step 2:** Establish or access your Golden LEAF online account and fill in all required fields in the online LOI form.

**Step 3:** Complete the project budget form and budget narrative.

* The main budget table should contain only cash, not in-kind, contributions to the project. List in-kind contributions in the appropriate section below the budget table.
* Save the completed budget and budget narrative to upload with the LOI form.

**Step 4:** Complete the certification and signature form.

* Fill in the all the fields except the “Signature” lines.
* Print the form and obtain the required signatures as described on the form. **For 501(c)(3) organizations, one signature must be that of a member of the applicant organization’s board of directors.**
* Save the executed certification and signature page to upload with the LOI form.

**Step 5:** Verify the required attachments—fully signed Certification and Signature Form, and Budget and Budget Narrative Form—are complete and uploaded to the online LOI. Submit the online LOI by noon on September 7, 2018.

A Letter of Inquiry that is eligible for review includes the following, all submitted online:

* A populated Golden LEAF online LOI form;
* The fully executed Golden LEAF Certification and Signature Form; and,
* Golden LEAF Project Budget and Narrative Form.

\*\*Applicants may submit supplemental information and letters of support; however, the LOI form must be complete and stand on its own merit.\*\*

**DEADLINE:**

You must submit a Golden LEAF online LOI with required attachments by:

**Noon on Friday, September 7, 2018**

**Step 6:** The LOI is reviewed and applicants notified.

* The Golden LEAF staff will review eligible LOIs and will present them to the Golden LEAF Board of Directors for action at its meeting in October 2018.
* The Golden LEAF board will review the LOIs and will vote to either:
	+ **Invite a full application**. Organizations that are invited to submit a full application will receive further instructions and access to the full application. Notification will be made to the contact person listed on the LOI. **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.
	+ **NOT invite a full application.** Grants will not be awarded to organizations that are not invited to submit a full application. Notification of the decision will be made to the contact person listed on the LOI.
	+ **Take some other action,** e.g. defer decision regarding the LOI, on rare occasions.

**NOTE: CBGI Letters of Inquiry received by the Golden LEAF Foundation without prior written endorsement from the county manager, will not be considered or reviewed by the Foundation under the CBGI process. If you are interested in applying through other Golden LEAF funding programs, please visit the website at** [**www.goldenleaf.org**](http://www.goldenleaf.org) **or contact the Programs Staff at 888-684-8404.**

## **The Public Records Act**

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

**Golden LEAF Community Based Grantsmaking Initiative LOI**

**Certification and Signature Form**

Please attach the signatures of two officials representing the applicant organization. **For 501(c)(3) organizations, one signature must be that of a member of the applicant organization’s board of directors.**

**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; and, requests for funding and all supporting information submitted to Golden LEAF are subject to the Public Records Act, and therefore available for public inspection.*

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| --- | --- |
| **For** |       |
|  | Applicant Organization |
| **Project Title:** |       |
| **Total Project Cost:** | **$**      | **Amount Requested from Golden LEAF:** | **$**      |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |   /  /     |
|  |  |  |  |
| **Name** |  |       |       |
|  | First | Middle/Initial | Last |
| **Title** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |   /  /     |
|  |  |  |  |
| **Name** |  |       |       |
|  | First | Middle/Initial | Last |
| **Title** |       |

Please respond to all questions and fill in all blanks on this form. Limit answers to questions to the space provided. An incomplete Letter of Inquiry (“LOI”) will be considered ineligible for review. Provide only the information that is requested in this form. Additional information will be required of the applicant if invited to submit a full application for further consideration. If you have questions regarding this form, please contact Golden LEAF staff Dan Gerlach dgerlach@goldenleaf.org, Mark Sorrells msorrells@goldenleaf.org, Ted Lord tlord@goldenleaf.org or call 888-684-8404.

**Organization**

|  |  |
| --- | --- |
| **Applicant Organization:** |       |
| **Mailing Address:** |  |
| **Phone:** | **(**   **)**   **-**     | **Website:** |       |
| **Executive Director/President:** |       |
| **Applicant’s Tax ID/EIN#:** |   **-**      | **Applicant County:** |       |
| * **Please include a copy of your organization’s current IRS tax-exempt status determination letter or designation as a governmental agency.**
 |
| **Applicant is a:** | **Government entity** | **[ ]**  | **or 501(c)(3) nonprofit** | **[ ]**  |
| **Contact Person:** |       | **Title:** |       |
| ***(The contact person is responsible for your grant request.)*** |
| **Mailing Address:** |       |
| ***(If different from organization’s mailing address.)*** |
| **Phone:** | **(**   **)**   **-**     | **E-mail address:** |       |
| **Project Title:** |       |
| **Total Project Cost:** | **$**      | **Amount Requested from Golden LEAF:** | **$**      |

**EXPECTED PROJECT OUTCOMES**

Below, select **up to four** project outcomes that you will use to gauge the success of your proposed project.

**Economic Development**

[ ]  Investment in plant & equipment

[ ]  New jobs created

[ ]  New wages paid

[ ]  Percentage (%) by which wage exceeds county average

[ ]  Jobs retained

**Agriculture**

[ ]  Increased sales

* $ value or volume of new/ alternative products
* $ value or volume of existing products

[ ]  Increased acres in production

[ ]  Increased purchases of NC agricultural products by producers, distributors or retailers ($ value)

[ ]  Acres of new/ alternative crops in production

[ ]  Increased head of livestock in production

**Workforce Preparedness**

[ ]  Program enrollment (credit programs)

[ ]  Program completion (credit programs)

[ ]  Students trained (non-credit programs)

[ ]  Incumbent workers trained (non-credit)

[ ]  Percentage (%) of high school students that earn college credit in technical programs (Career & College Promise)

[ ]  Industry credentials earned

[ ]  Students participating in internship/apprenticeship programs

[ ]  Students employed in field of study

**Education)**

[ ]  Student proficiency on EOC exams – (Aggregate, Math, Science, English)

[ ]  Number of students trained and using technology for learning

[ ]  Number of teachers trained and using technology in instructional practice

[ ]  High school on-time graduation

[ ]  STEM participation in elementary, middle and high school

[ ]  STEM participation by underrepresented populations (female & minority)

[ ]  On-time completion Algebra I / Math I

**Expected Project Outcomes (contd.)**

**Healthcare**

[ ]  Emergency room visits for primary care

[ ]  Outmigration from home community to receive diagnosis and treatment

[ ]  Healthcare positions created

[ ]  Healthcare positions retained

[ ]  Increased access to treatment

[ ]  Improved financial condition of rural hospitals or healthcare provider

[ ]  Increased access to treatment through telehealth

**Community Vitality**

[ ]  Public infrastructure

• Dollars ($) invested in new infrastructure

• Dollar ($) value of improvements to existing infrastructure

[ ]  Percentage (%) by which the average wage for new jobs created exceeds the county average

[ ]  Private investment resulting from infrastructure improvements

[ ]  New private jobs resulting from infrastructure improvements

[ ]  Commercial hookups to public infrastructure

• Percentage (%) increase

• Number increased

[ ]  Residential hookups to public infrastructure

• Percentage (%) increase

• Number increased

[ ]  Tax revenue increases in target counties

• Sales

• Property

• Occupancy

[ ]  Business start-ups in target counties

**Briefly describe your project: Explain what will be done, how much time will be needed to complete the project, what will be accomplished, and the area and population served. Describe how your project will benefit tobacco-dependent, economically distressed and/or rural communities and the people who live there.** (Word limit 200)

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**Describe how the project will meet the proposed outcomes checked in the *Expected Project Outcomes* section. How will progress and success be measured? What specific data or documentation will be used and/or collected to measure outcomes?** (Word limit 150)

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**Describe plans to sustain funding for your project beyond the grant.** (Word limit 150)

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**Organizational History – Briefly describe the applicant’s history, current programs and accomplishments. Include a short summary of its mission, goals and objectives and any examples of similar projects implemented by the organization.** (Word limit 150)

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