

Community-Based Grants Initiative Letter of Inquiry Guidelines

For the **NORTHWEST PROSPERITY ZONE**: Alexander County, Alleghany County, Ashe County, Avery County, Burke County, Caldwell County, Catawba County, McDowell County, Mitchell County, Watauga County, Wilkes County, Yancey County

We appreciate your interest in the Golden LEAF Foundation. This fiscal year, through its Community-Based Grants Initiative (CBGI), Golden LEAF seeks to provide assistance for projects in the Northwest Prosperity Zone of North Carolina that support the building blocks of economic development. To be eligible for consideration, a project must be included among the list of endorsed projects submitted to Golden LEAF by the county manager of the county in which the organization is located or serves (if the organization is not located in the Northwest Prosperity Zone), and the applicant must submit a completed online Letter of Inquiry (LOI) form and attachments as described in these instructions. The county manager may endorse a maximum of four projects.

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 Golden LEAF's Community-Based Grants Initiative. If, after reading the guidelines, you have questions regarding Golden LEAF or the CBGI application process, please contact Ted Lord (tlord@goldenleaf.org), Terri Bryant Adou-Dy (tbryant@goldenleaf.org), or Marilyn Chism (mchism@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 copy of the LOI form to help potential applicants know what information is needed to apply. You can only submit an LOI if you have access to the online LOI form from your county manager.

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's board of directors.**
- Save the executed certification and signature page to upload with the LOI form.

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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 October 22, 2020.**

To reiterate, an LOI that is eligible for review must be endorsed by the count manager and include 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 an online LOI with required attachments by:

Noon on Thursday, October 22, 2020

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 December 2020.
- 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 and decline the project.** 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.** Other actions could include, for example, deferring a decision regarding the LOI.

NOTE: CBGI Letters of Inquiry submitted without prior written endorsement of the county manager, will not be considered or reviewed under the CBGI process. To learn about other grant programs, please visit 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 Grants 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’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 to Golden LEAF 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, we understand that 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

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

Community-Based Grants Initiative Letter of Inquiry

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 Ted Lord (tlord@goldenleaf.org), Terri Bryant Adou-Dy (tbryant@goldenleaf.org), or Marily Chism (mchism@goldenleaf.org) by email or call 888-684-8404.

Organization

Applicant

Organization: _____

Mailing Address: _____

Phone: () - _____

Website: _____

Executive

Director/President: _____

Applicant’s Tax ID/EIN#: _____

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Applicant
County: _____

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: \$ _____

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EXPECTED PROJECT OUTCOMES

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

Economic Development (Collaborate with EDPNC, NCDOC, and local governments and organizations to provide gap funding to assist with job creation. Support healthcare as an economic development engine in rural and economically distressed areas of NC.)

- Investment in publicly owned infrastructure
- Investment in privately owned property, plant, and equipment
- New full-time jobs created
- Average annual wage of new full-time jobs

Workforce Preparedness and Education (Increase the number of qualified individuals with skills aligned with current and future needs of NC businesses. Prepare students with the technical and life skills necessary to enter work.)

- Increase in students completing at least one curriculum program in the area funded
- Increase in students completing at least one continuing education course or program in the area funded
- Increase in students earning at least one industry/third-party credential certification, license, or other credential (non-academic) in the area funded
- Increase in students completing CTE pathways in the area funded
- Increase in students participating in work-based learning
- Industry credentials earned
- Increase in students receiving meaningful exposure and opportunities to explore local career opportunities

Agriculture (Support agriculture as a means of promoting economic development.)

- Number of participants at agricultural trainings
- New publications directed toward farmers
- Monthly use of agricultural facilities that benefit farmers

Community Vitality (Support other opportunities to promote economic development, typically in conjunction with other outcomes listed above.)

- Investment in public infrastructure
- Number of homes, businesses, and institutions served by new infrastructure
- New private jobs resulting from infrastructure improvements

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Briefly describe the 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 the project will benefit tobacco-dependent, economically distressed and/or rural communities and the people who live there. (Word limit 200)

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 the project beyond the grant. (Word limit 150)

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 applicant. (Word limit 150)

Budget Narrative Guidelines

The budget for this project is not complete without an accompanying **budget narrative**. The budget narrative should:

- ✓ Correspond with the dollar amounts and information on the budget form;
- ✓ Show how the amounts were derived and how the line item relates to project outcomes;
- ✓ Provide a brief description for each item that accurately characterizes how funds are to be used--whether to be funded by Golden LEAF or not -- please contact Golden LEAF staff for guidance on Golden LEAF-allowed expenses;
- ✓ Organize the information so that it is easy to follow and understand; and,
- ✓ Be mathematically correct.