# 2019 Community Enrichment Grant Submission

***Our mission is to enrich Laurens County by creating charitable funds, promoting education, and providing community resources that have lasting impact.***

**GENERAL DIRECTIONS FOR GRANT WRITERS**

This application form contains nine (9) topics to be addressed and completed in order to be considered. Each grant writer should produce a proposal in the indicated order of topics. Questions about the application topics must be submitted to the Laurens County Community Foundation (LCCF) Office (contact information below); a board or staff member of the LCCF will respond to each question. The *Agreement and Signature,* completed and signed, *(located on page 5 of this document)* should be the last page of each grant proposal.

**Grants to be used strictly for projects that benefit Laurens County citizens only**

**Please note:**

* Deadline for Grant Proposal Application submission is July 25, 2019 at 3 pm
* Project timeline for the 2019 LCCF Community Enrichment Grant must begin no earlier than September 1, 2019 and end no later than August 31, 2020
* It is the proposing organization’s responsibility to confirm that a grant proposal submission was received by the LCCF
* All application topics must be addressed and completed for funding consideration

## Submission:

## 2019 Deadline for Grant Proposal Submission is July 25, 2019 at 3 pm.

## Please submit your completed application by email or U.S. mail to:

Mailing Address: Laurens County Community Foundation

PO Box 1836

Laurens, S.C. 29360

Physical Address: MS Bailey Municipal Center- LCCF Office

211 N Broad St, Clinton

Email: Robin@laurenscountycf.org

Website: www.laurenscountycf.org

Office Hours: 9am to 3pm Tuesday, Wednesday, and Thursday

***It is the proposing organization’s responsibility to confirm that a grant proposal submission was received by the LCCF.***

**Laurens County Community Foundation**

**2019 Community Enrichment Grant Application**

Grant Application Deadline: July 25, 2019 at 3 pm

## Grant Application Formatting and Topics

## Proposal Formatting Guidelines

## Project Abstract

1. **Project Description/Statement of Need**
2. **Project Goals and Objectives**
3. **Project Timeline- beginning no earlier than September 1, 2019 and ending no later than August 31, 2020**
4. **Project Sustainability**
5. **Project Budget**
6. **Project Evaluation**
7. **Dissemination of Information Plan**
8. **Organization Description, Information, and Agreement**

## Proposal Formatting Guidelines

* Paper size: 8.5 x 11 inch
* Paper orientation: portrait
* Paper margins: 1 inch-top, bottom and sides
* Font type: Times New Roman
* Font size: 12 point
* Line spacing: 1 and a half spaces
* Electronic file type: docx or PDF
* Hard copy type: paper clips only (no binders, staples, folders, etc.)

## Project Abstract

The project abstract should present a concise, general summary of the project that will be viewable to the public if the application is funded. Keep in mind the following:

* Limit the length to 30 lines or less of text
* Include the project’s short-term goals, long-term objectives, and targeted population served
* Include a description of the methods for achieving the stated goals
* Write in plain language, so the general public can understand the importance of the project

## Project Description/Statement of Need

The statement of need should describe the problem the project will attempt to address, how the Laurens County community will be enriched by the project and the population that will be served. Describe the specific project goals and objectives in measurable terms; the need of the project and how the project addresses that need; population served by the project, including location of population, the number of people served and the demographic(s). State how this proposal/program is related to the Laurens County Community Foundation’s mission (LCCF’s Mission Statement is on the cover page of this application, additional information about the Laurens County Community Foundation and its mission can be found on our website: [www.laurenscountycf.org](http://www.laurenscountycf.org)).

## Project Goals and Objectives

List the goals and objectives that the project proposes to achieve. State how and where the project will be implemented and who will be responsible for carrying out the activities listed.

1. **Project Timeline**

Submit a calendar timeline that specifies the steps of the plan that addresses the project’s problem/opportunity including, but not limited to:

* Project start date (projects that begin before September 1, 2019 will not be considered)
* Major progress milestone dates
* Evaluation date
* Date(s) for dissemination of information
* Project end date (projects must be completed on or before August 1, 2020)
* Project final report date- Due on or before August 15, 2020
1. **Project Sustainability**

Explain the project’s sustainability plan, specifically addressing if it is a one-time project or an on-going project. If it is an ongoing project, describe the future of this program and how it will be supported financially and organizationally beyond this grant period.

1. **Project Budget**

Provide a detailed project budget, itemizing planned expenditures of the project and the exact amount being requested from LCCF. If funding is obtained from other sources, please provide for each source: its name, the date of receipt of its funding, and the amount of funding.

1. **Project Evaluation**

Define project success; how it will be determined and how it will be measured. Provide information about the methods that will be used to measure the success of the goals, objectives, and outcomes of the proposed project (*i.e.*, what proof will be used to determine project success; what facts will be used to document achievement of the project’s objectives, outcomes and goals).

1. **Dissemination of Information Plan**

State the measures the organization will use to demonstrate and report the following to the public:

* The impact of this program
* How the project enriches the community of Laurens County
* How the project will be identified as a LCCF supported project
* What specific media and methods that will be used in communication of this information; examples include: the press, radio, specific websites, brochures, flyers, social media, newsletters, etc.

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| An electronic version of the LCCF logo will be provided to projects funded by LCCF and to be approved by LCCF office before usage |

1. **Organization Description, Information, and Agreement**

Provide your organization’s mission statement, a brief description of its goals, including any additional information relevant to your application. Identify any other organizations or programs in Laurens County that also address the goals and objectives stated in this proposal. For each identified organization or program, describe your organization’s efforts to collaborate and coordinate with it.

## Organization Information Table:

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| Organization’s Legal Name: |  |
| Organization’s Presiding Officer’s or Director’s Name (if applicable): |  |
|  Email Address: |  |
|  Office Phone: |  |
| Primary Contact’s Name: |  |
|  Email Address: |  |
|  Phone: |  |
| Organization’s Street Address: |  |
|  City, State, Zip Code: |  |
| Organization’s Mailing Address (if different): |  |
|  City, State, Zip Code: |  |
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**Agreement and Signature:**

By submitting this application, I affirm that:

* The facts set forth in it are true and complete.
* I have the authority to make funding requests on behalf of the organization listed above.
* I agree to the conditions on pages six (6) & seven (7) of this document.

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| --- | --- |
| Name (printed): |  |
| Relationship to Organization: |  |
| Signature: |  |
| Date: |  |

**A proposer’s signature on the Agreement and Signature (#10) of the proposal application attests the following conditions:**

1. The proposal author has read about and understands the Laurens County Community Foundation (LCCF) Community Enrichment Grants Program.
2. The maximum monetary grant award for 2019 is up to $1500 per organization. Additional funding from other sources for the project will be specified in the grant application.
3. A proposal submitted to the LCCF becomes the property of the LCCF and may be used for the LCCF’s purposes, including, but not limited to, release of information to the public.
4. Decisions about the approval of grants rest entirely with the LCCF. Challenges or appeals from proposing organizations or writers concerning the awarding of LCCF grants are not allowed.
5. Grant recipients will use LCCF awards only for the project or opportunity specified in the proposal and will identify LCCF as a supporter/sponsor of the project using the provided LCCF logo.
6. Grantees will not sub-grant (redirect action named in the LCCF grant proposal and allocate portions of LCCF grant funding for that action) to vendors or entities that are not specified in the proposal.
7. Any LCCF grant money that is unused in the accomplishment of the proposed project or opportunity **must be returned** to the LCCF by the end of the calendar year in which the project ends according to the proposal timeline.
8. The LCCF Community Grant Enrichment proposal must be complete, responding to each topic in the application on or before the submission deadline. Only one LCCF grant will be offered to any one individual or organization in any one grant cycle. The project must be within the LCCF Community Enrichment Grant timeline; beginning no earlier than September 1, 2019 and ending on or before August 31, 2020. **Grants to be used strictly for projects that benefit Laurens County residents only.**
9. Grant recipients are responsible for two reports regarding their grant:
10. A brief (no more than 5 minutes) oral report describing the proposal project or opportunity and the progress toward achieving its goals. This report will be presented at the Annual Meeting of the LCCF in late spring.
11. A written final report submitted to the LCCF no later than September 15, 2020. This report includes an accounting of all grant money that was spent for achieving the goals of the project or opportunity and an evaluation of the success of the proposal project or opportunity according to the grant proposal.

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| Grant recipients who do not comply with the reporting condition (9.a. and 9.b.) will not be eligible for future LCCF grants and will be obliged to return 100% of the awarded grant. |

**Laurens County Community Foundation**

**2018 Community Enrichment Grants Program Guidelines**

The Laurens County Community Foundation (LCCF) Community Enrichment Grants Program, in keeping with the Foundation’s mission, awards grants that have the potential to improve the quality of life of citizens of Laurens County. Individuals and organizations that seek to satisfy a need or respond to an opportunity that supports the Foundation’s mission are encouraged to apply for a LCCF Community Enrichment grant. No proposal will be considered by the LCCF that does not address the needs and/or betterment of Laurens County citizens. If all other consideration factors are equal, the LCCF will favor those proposals that serve a greater population of citizens.

Examples of specific areas that are suitable for grant consideration include (but are not limited to):

* Support of K-12 public and private education efforts
* Adult literacy
* Job training/professional development for groups that is a small part of a broader altruistic purpose that improves quality of life for the citizens of Laurens County
* Minimizing high risk behavior
* Prevention of teen pregnancy
* Remedies for homelessness
* Meeting of transportation needs for citizen groups
* Provision of nutrition training and education
* Treatment of addictions
* Development of ethical and civic character
* Leadership building
* Remedying domestic violence
* Natural environment enhancement

Examples of specific areas that are not suitable for grant consideration include (but are not limited to):

* Salaries and stipends
* Political (at any level) campaigns or efforts
* Contributions to any kind of fund or fund-raising effort
* The payment of bills or the repayment of debt
* Tuition or scholarships for an individual
* Entertainment (unless the entertainment is a small part of a broader altruistic purpose that improves quality of life)
* Recurring operational expense
* Brick and mortar projects, construction, or building projects, including but not limited to, single resident housing construction or improvements