



**Enhancing the Quality of Life in Oxford and Lafayette County**

*An Affiliate of the CREATE Foundation*

## **2019 GRANT APPLICATION**

**Please email your completed application to:**  
[Loftdirector@gmail.com](mailto:Loftdirector@gmail.com)

## 2019 Granting Process

For the 2019 grant cycle, *LOFT has set aside a total of \$40,000.00 in grant funds to distribute, with a maximum grant award for any single organization of \$5,000.00.* Grant applications may be made in any amount **up to** \$5,000.00.

Multiple awards will be given in each of the five initiative areas: 1) arts and cultural; 2) civic; 3) educational; 4) health and human services; and 5) government initiative (town, city, or county). Below you will be asked to select which category best fits your project.

After initial review, finalists for grant awards will be announced and invited to participate in the 4<sup>th</sup> Annual Night for Nonprofits award ceremony, which will be held at 6:00 p.m., Thursday, August 15<sup>th</sup>, 2019 at the Powerhouse Community Arts Center. All finalists will have the opportunity to showcase their good works during the Night for Nonprofits event. All attending finalists at the event will also be eligible to receive the “Crowd Favorite” Award, consisting of a \$5,000.00 award based on popular vote of attendees to the event.

### Grant Proposal Guidelines and Forms

The Lafayette Oxford Foundation for Tomorrow (LOFT) is a non-profit, charitable organization operating as an affiliate of the CREATE Foundation (Tupelo, Mississippi). LOFT’s mission is to improve the quality of life for people in Lafayette County through grants supporting arts and cultural, civic, educational, health and human services, and municipal initiatives. The LOFT Grant Committee manages the grant awards process by evaluating grant applications based on: Quality of Overall Project, Need for the Project within the Community, Described Goals and Objectives, Project Outcomes, Sustainability of Project, Timeline of Project, and Budget Narrative. The LOFT Grant Committee makes recommendations to the LOFT board for final approval.

LOFT will only consider support for programs that serve Lafayette County communities. The following policies govern the award of grant support from LOFT:

1. LOFT considers grant applications only from eligible organizations (as outlined in Grant Proposal Checklist) which provide services to the Oxford and Lafayette County area. If applicant’s service area includes counties other than Lafayette, applicant must provide data in this application specific to its service reach within Lafayette County. LOFT funds may not be implemented outside of Lafayette County.
2. LOFT considers requests for funding of new projects and/or projects that show expansion of current, successful programs and/or services. These proposals must fall within our five areas of interest: arts and cultural, civic, educational, health and human services, and municipal initiatives.
3. LOFT does not provide funding for salaries, building projects, or everyday operational support to sustain programs or projects, i.e. facility rent or upkeep, electricity or other bills, etc. However, LOFT will consider providing funding for projects that require short-term stipends to personnel to be paid for project implementation. Applicants should develop a strong case for this expense in the budget narrative.

4. Funding preference may be given to proposals which include items of permanence or those which create a long-term, positive impact within Oxford and Lafayette County communities.

5. The LOFT Board of Directors may offer funding for its grant awards in the form of a LOFT Challenge Grant, which requires dollar-for-dollar matching funds.

**Evaluation Requirements:** If your organization is awarded and accepts grant funds from LOFT, you will be required to complete and submit LOFT evaluation forms and a final report, as stipulated in our award letter to you.

### **Application Procedure**

Applications for the 2019 LOFT grant cycle shall be accepted by email beginning Wednesday, May 1<sup>st</sup>, 2019, and must be timestamped on or before 5:00pm Friday, May 31<sup>st</sup>, 2019 deadline in order to be considered.

Following the grant deadline, the LOFT Grant Committee will meet to consider grant awards. At such time these results have been tallied, you will be notified of the LOFT board's decision regarding your grant proposal application.

If you have questions concerning any portion of this grant application, please contact, Joseph "Jody" Holland, LOFT Executive Director at [loftdirector@gmail.com](mailto:loftdirector@gmail.com) or call at 662.418.1936.

Proposals must be timestamped on or before the application deadline of May 31<sup>st</sup>, 2019.

If your application is timestamped after the deadline, it will be returned to you.

Proposals must be sent via email to [loftdirector@gmail.com](mailto:loftdirector@gmail.com)

# Grant Proposal Checklist

## Eligibility Documentation

To receive a LOFT grant, you must be one of the organizations described below or have fiscal sponsorship from one of those listed, and provide the following:

- **Nonprofit Applicant:** A copy of your organization's federal IRS 501(c)(3) ruling letter.
- **Public School:** A letter of project approval from school principal or superintendent.
- **Town/City or Government Agency:** A letter of project approval from the agency's leader.
- **Organizations with a Fiscal Sponsor:**
  - If the fiscal sponsor is a 501(c)(3), please include the sponsor's IRS 501(c)(3) ruling letter, and a letter of project approval from its director or chairperson.
  - If the fiscal sponsor is a public school or a town/city or government agency, please include a letter of project approval from leadership described above.

## When submitting your grant proposal, please include in the following order:

*Please note: LOFT application cover page, grant proposal guidelines, and grant proposal checklist are for applicant use only; **please do not include these pages in your submission.***

\_\_\_\_\_ Applicant Information - Use **Form #1** included in this packet.

\_\_\_\_\_ Organizational Profile - Use **Form #2** included in this packet to provide a brief description of your organization.

\_\_\_\_\_ Project Description – Use **Form #3, parts I and II**, to provide a full description of your project. *Carefully complete all categories. Sorry, no audiovisual materials will be accepted*

\_\_\_\_\_ Budget Proposal - Use **Form #4** provided to itemize the budget for your project. Please be specific. List funds firmly committed to the project from other or partnering organizations, if any.

\_\_\_\_\_ Attachments - Please attach, as appropriate, following form #4:

- List of your organization's current staff and board of directors
- Required letters, as appropriate:
  - Letter of Project Approval signed by the appropriate official
  - Letter(s) of project commitment from any contributing and/or partnering organizations
- Copy of appropriate official IRS 501(c)(3) ruling letter
- Map illustrating location of proposed project, if different than organization's physical address, i.e., a monument, historic marker, or other permanent, offsite project.
- Any vendor quotes.

**Important: Your application will not be considered without inclusion of all check listed items.**

**APPLICANT INFORMATION (Form #1)**

Date Grant Application Submitted: \_\_\_\_\_

Applicant Organization: \_\_\_\_\_

Fiscal Sponsor (if applicable): \_\_\_\_\_

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

Physical Address (if different than above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Web address: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Manager and Position: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Begin Date: \_\_\_\_\_ End Date (if applicable): \_\_\_\_\_

Total Budget of Project: \_\_\_\_\_

Grant Amount Requested from LOFT: \_\_\_\_\_

**Project Summary**

Please use the space below to give a brief overview and description of your project. The project summary should be completed **using 50 words or less**. You will have more space later in the Project Description (form #4) to provide a more detailed report.

## ORGANIZATIONAL PROFILE (Form #2)

LOFT supports arts and cultural, civic, educational, health and human services, and municipal initiatives. Please check the appropriate box identifying which category best matches your organization.

Check one:

Arts and Culture

Civic

Educational

Health and Human Services

Municipal

Please present a profile of your organization by providing the following information, **using 250 words or less** for questions 1 and 2.

1) Please state your organization's mission statement.

2) Describe the service area/audience served by your organization.

3) Does your organization have a current strategic plan, and if so, how does this project meet an objective(s) within your plan?

4) In what year was your organization founded?

5) Does your organization have an established endowment?

6) Has your organization been a past recipient of a LOFT grant?





## **PROJECT DESCRIPTION (Form #3, part II of II)**

5) If your organization receives a LOFT grant, what is your plan to sustain funding for this project or program after this grant year?

6) Are you partnering or collaborating with any other local non-profit organization(s) with similar goals to make your project a success? If so, please identify the other organization(s) and describe their role in your project.

7) What additional fundraising efforts have you (or will you) utilize to make your project a success?

8) Please provide a timeline describing the milestones for achieving each goal/activity as well as a work plan for project implementation.

## BUDGET PROPOSAL – SOURCES AND USES OF FUNDS (Form #4)

The budget proposal form should include items to be purchased or reimbursed for the project. If you need more space or feel explanation is needed for certain budget items, please attach such information to this page by a paper clip. Please do not staple.

**Please note:** For projects requiring outside labor or services, applicant must attach an itemized vendor quote to the back of this page.

Budget Item	Amount of Funds Requested from LOFT	Amount of Funds Contributed by Your Organization	Amount of Funds From Other Sources	Name of Organization Contributing Other Funds	Total Funds
<b>Totals</b>					

1). Please provide a narrative justifying your budget, including in-kind contributions.

**Attach the following documents to follow this page:**

- List of your organization's current staff and board of directors
- Required letters, as appropriate:
  - Letter of Project Approval signed by the appropriate official
  - Letter(s) of project commitment from any contributing and/or partnering organizations
- Copy of appropriate official IRS 501(c)(3) ruling letter
- Map illustrating location of proposed project, if different than organization's physical address, i.e., a monument, historic marker, or other permanent, offsite project.
- Any vendor quotes.

**Proposals must be emailed by 5:00pm on or before Friday, May 31st, 2019 to [loftdirector@gmail.com](mailto:loftdirector@gmail.com)**

Lafayette Oxford Foundation for Tomorrow (LOFT)  
P. O. Box 3041  
Oxford, Mississippi 38655