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

***An Affiliate of the CREATE Foundation***

**2020 GRANT APPLICATION**

**Please email your completed application with required copies to:**

**Loftdirector@gmail.com**

**Complete Form #1, #2, and either Form 3A or Form 3B**

**2020 Granting Process**

For the 2020 grant cycle, *LOFT has set aside a total of* ***$35,000.00*** *in grant funds to distribute, with a* ***maximum*** *grant award for any single organization of* ***$2,500.00****.* Grant applications may be made in any amount ***up to*** $2,500.00.

Multiple awards could 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 nonprofit organization’s mission.

Due to the unique circumstance caused by the COVID-19 pandemic, LOFT is changing the 2020 guidelines. There will be two types of grants for nonprofit organizations that fit into the five initiative areas. Grant Form 3A (pg. 8) should be utilized for nonprofits that are seeking funding for projects or programs. Grant Form 3B (pg.9) should be utilized for nonprofits that are seeking funds to offset revenue losses due to economic and social disruptions caused by the COVID-19 crisis.

**Notably, grant awards will be prioritized to support current programs and projects that directly assist Oxford and Lafayette County citizens who are affected by the COVID-19 crisis.**

**Moreover, due to the financial and operational impacts to nonprofits, grant awards will help offset operational budgets for revenue losses caused by economic or social disruptions related to the COVID-19 crisis.**

LOFT is extremely sensitive to the needs of all nonprofits during this crisis. Therefore, we invite all Oxford and Lafayette County nonprofits to apply for funding. For specific projects (Form 3A), LOFT encourages nonprofits to describe the need for the project, demonstrate who will be impacted, and what are the project outcomes. For nonprofit organizations applying for funding to offset revenue losses (Form 3B), LOFT encourages nonprofit organizations to describe how the services or programs were disrupted, demonstrate specific financial and operational losses, and justify how grant funding will assist in the sustainability of the nonprofit organization.

Applications for the 2020 LOFT grant cycle shall be submitted immediately by email to Loftdirector@gmail.com . LOFT will accept grant applications through Thursday, April 30th.

**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: (Form#3A) Quality of Overall Project, Need for the Project within the Community, Project Outcomes, and Budget Narrative. (Form #3B) Mission of the Organization, Disrupted Service/Program, Financial Impact of Disruption, Magnitude of Sustainability. The LOFT Grant Committee makes recommendations to the LOFT board for final approval.

LOFT will only consider support for nonprofits 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-see page 4) which provide services to the Oxford and Lafayette County area. If applicant’s service area includes counties other than Lafayette County, applicants 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. Proposals must fall within our five areas of interest: arts and cultural, civic, educational, health and human services, and local government initiatives.

3. Due to the COVID-19 crisis, LOFT will consider providing 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. In addition, LOFT will consider providing funding for projects that require short-term stipends to personnel to be paid for project implementation.

4. Funding preference may be given to proposals which include current programs and projects that directly relate to assisting Oxford and Lafayette County citizens who are affected by the COVID-19 crisis. Moreover, due to the financial and operational impacts to nonprofits related to the COVID-19 crisis, grant awards will be prioritized to help offset operational budgets for lost revenue caused by economic or social disruptions.

**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.

Below highlights LOFT’s Grant Grading Rubric:

|  |  |
| --- | --- |
| Item Form 3A Grants | Points Allowed |
| 1. Quality of the overall project design
 | 20 |
| 1. Establishes a strong need for the project within the community
 | 30 |
| 1. Adheres to LOFT’s guidelines and mission
 | 10 |
| 1. Clearly and concisely explains projected outcomes and results of the project
 | 25 |
| 1. Provides a detailed budget and a well-developed narrative justifying the expenses, and resources are adequate for project completion and appropriately allocated based on the budget justification
 | 15 |
| 1. Total points scored
 | 100 |

|  |  |
| --- | --- |
| Item Form 3B Grants | Points Allowed |
| 1. Mission of Organization
 | 20 |
| 1. Disrupted Service/Program within the community
 | 30 |
| 1. Adheres to LOFT’s guidelines and mission
 | 10 |
| 1. Clearly and concisely explains impact of the disruption
 | 25 |
| 1. Provides detailed budget of all expenses and a well-developed narrative justifying the Magnitude of Sustainability the grant will have on the nonprofit
 | 15 |
| 1. Total points scored
 | 100 |

If you have questions concerning any portion of this grant application, please contact, Joseph “Jody” Holland, LOFT Executive Director at loftdirector@gmail.com or call 662.418.1936.

Proposals must be timestamped on or before the application deadline of April 30th, 2020. Proposals must be sent via email to 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 #3A or Form#3B,** to provide a full description of your application. *Carefully complete all categories*. *No audiovisual materials will be accepted.* ***If you are applying for funding for a project or program, use FORM 3A. If you are applying for funding to offset losses due economic and social disruptions, please use FORM 3B.***

\_\_\_\_\_\_ 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 #3A or Form#3B) to provide a more detailed report. If you are applying for funding to help offset an operational budget due to economic or social disruptions, please demonstrate specifically how the nonprofit was affected below.

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**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.

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

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**PROJECT DESCRIPTION (Form #3A)**

**Application for Project or Program Funding**

Please present a profile of your project by providing the following information,

**using 250 words or less** for each question.

1) Describe how there is a need for your project in the community.

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2) Describe whom you will be serving and the potential impact of the funds requested from LOFT, and how this project will allow your organization to improve quality of life in Lafayette County.

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3) Explain the projected outcomes/results, how these outcomes/results will be measured, and how you plan to evaluate project success.

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**PROJECT DESCRIPTION (Form #3B)**

**Application for Funding due to Economic and Social Disruption**

Please present a profile of your project by providing the following information,

**using 250 words or less** for each question.

1) Describe how your organization’s services or programs were affected by economic or social disruptions due to COVID-19 crisis.

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2) Specifically, describe the operational and economic losses that your organization experienced due to the economic and social disruption. For example, how was the revenue or expense impacted? What staffing and labor were impacts altered? What other pertinent operational impacts were affected?

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3) Explain how this grant funding will assist your organization to maintain sustainability.

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**BUDGET PROPOSAL – SOURCES AND USES OF FUNDS**

**(Form #4)**

The budget proposal form should include items to be purchased or reimbursed for the project or how the funds will be applied to the nonprofit’s operations. If you need more space or feel an explanation is needed for certain budget items, please feel free to

increase the number of lines in this Word document to support your responses.

However, we would like you to respect the suggested word counts allotted for each

question.

**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 | Name of Organization Contributing Other Funds | **Total Funds** |
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| **Totals** |  |  |  |  |

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

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**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 Thursday, April 30th 2020 to** **loftdirector@gmail.com**

Lafayette Oxford Foundation for Tomorrow (LOFT)

P. O. Box 3041

Oxford, Mississippi 38655