



Sustainability Fund Application

Funding Intent

The Lancaster County Community Foundation intends to invest up to \$500,000 in operating support in a group of organizations with plans to generate revenue for long term sustainability. This opportunity is only available in 2010. This funding program focuses on financially strong nonprofit organizations that are able to raise at least a 1:1 match up to \$100,000 or 15% of the operating budget.

Qualifications/Selection Criteria and Process

Organizations wishing to apply to the sustainability fund must meet the general grant guidelines AND Sustainability Standards. Organizations should submit a proposal using the outline below along with all required documents by the deadline of **May 28, 2010, at noon**. Proposal submissions on or prior to May 13 are eligible for staff feedback.

Proposals will be reviewed by staff, a volunteer review committee and LCCF Board members. Additionally, proposals will be publically posted to LCCF's web site for feedback from nonprofit board members and executive staff. This public posting is meant to encourage sharing and education in the nonprofit sector. Public feedback may be used by volunteer reviews to determine awards.

The Sustainability Standards and Sustainability Fund review criteria will be used to determine awards. Organizations not meet the Sustainability Standards are encouraged to apply to the Capacity Building Fund.

Awards

Funding requests can be up to 15% of the total operating budget of the organization. Matching funds must be new money raised in the time frame outlined for the program and must be matched at least 1:1. Organizations with more than 1 year of an operating deficit in the last 5 years, need not apply.

Organization may apply for funding ranging from \$10,000-\$100,000 in operating support. Funding requests can be up to 15% of the total operating budget. Matching funds must be new money received by the Community Foundation by June 30, 2011. Donations will be accepted directly through the Community Foundation website and held in a fund specifically as a match for the designated organization. Awards will be announced in late July. Funds will be awarded once the match is secured.

Application Instructions

Applications must be completed using our online system. To access the online Sustainability Fund application, go to http://www.lancastercountyfoundation.org/ProgramInitiatives/grant_opportunities

You will then see links for the guidelines, the review criteria, online proposal FAQ, and an “Apply Here” button that will take you to the application itself. After clicking the “Apply Here” button, you will need to set up an account before you can access the application. After you gain access to the application form, it is simply a matter of entering the information that is requested and clicking “Submit.” If you have questions about our online application system, first consult the FAQ page, then call Dave Koser, 397-1629 ext. 106, if your question was not answered in the FAQ.

At the end of the online application form, you will be prompted to upload the following documentation, and a proposal will not be considered complete until all documents are received.

Mission and Community Benefit

1. Operational Plan/Strategic Plan
2. Development Plan
3. Community Impact Summary/Scorecard/Logic Model

Governance

1. Example Board minutes demonstrating BOD review of operational policies
2. CEO Review Form
3. Most recent financial Audit
4. Organizational Chart
5. Board structure chart/Board list
6. Proof of Directors' and Officers' liability insurance (including valid/expiration dates)

Operational

1. Most recent IRS Form 990
2. Current Bureau of Charitable Organizations Registration Certificate
3. Current fiscal year Operating Budget
4. Personnel policies

By clicking “Submit” you certify that the information included in the application is correct.

Applications are due at the Community Foundation NOON on May 28, 2010.

Late applications will not be accepted.

Application Outline

Applicants should use the following outline as the application. The cumulative responses to these questions must be no longer than 3,000 words in our online application.

Impact

1. What is the mission of the organization? How do you serve the residents of Lancaster County? Who are the key audiences served by the organization?
2. What are your organizational goals? What are your outcomes? What are the key strategies to achieving these outcomes?
3. How could this one time operational investment be leveraged for long term community impact?

Organizational Capacity

4. How is the organization a nonprofit sector leader?
5. What contributions does the organization make to the field on a regular basis?
6. What long term benefits will the match have on the organization?

The Plan

7. What are the key strategies of your development plan? What are your key strategies for generating revenue?
8. What is the plan to raise matching funds?