



Grants Co-chairs: Cathy Crumpton & Tina Leak

Education Committee: Kathleen McLean, Chair

Health & Welfare Committee: Hannah Holt, Chair

Arts Committee: Tim Jones, Chair

Our Mission

Support local, **underfunded** non-profit organizations in the greater Wilmington area in the Arts, Education and Health and Welfare through a comprehensive vetting process.

Landfall Foundation 2023 Results

- \$550,000 in “**Project**” Grants to 99 Cape Fear Non-profits
 - Health & Welfare = 40 grants
 - Education = 37 grants
 - Arts = 22 grants
- \$78,600 in “**Capital**” Grants: to 4 Cape Fear Non-profits
- Total of \$7.3 million donated since 1995

Project Grants vs. Capital Grants

- ❑ Project Grants or Program Grants have a **specific purpose** and completed within **one or two years**. Maximum funding is **\$10,000**.
- ❑ **Capital Grants** improve, expand, repair or construct **facilities** or purchase major **equipment**. The maximum funding is **\$30,000**.
- ❑ An organization may apply for either a Project Grant or a Capital Grant. If a Capital Grant application is declined, the applicant can then apply for a Project Grant.

Qualified Applications:

- 1. Must** be a non-profit, tax-exempt organization as defined by section 501(c)(3) of the IRS code and must include a copy of the IRS Tax Exemption letter.
- 2. Must** specify partial or full-funding for a project or program in the area of Arts, Education, or Health and Welfare.
- 3. Must** have beneficiaries within New Hanover, Pender, or Brunswick Counties.

Non-Qualified Applications:

Grant Applications will not be considered if:

- The organization operates as a **private**, non-operating foundation.
- The grant is for **direct aid to individuals**
- The grant is primarily for **operating expenses**, such as administrative costs, general overhead, advertising or signage, or principal and interest payments.
- The grant is for **capital items** already acquired or the purchase of **real property**.

Non-Qualified Applications (continued)

Grant Applications **will not** be considered if:

- The organization is a **start-up** (less than 2 years from application submission).
- The organization is engaged in any way in the promotion or advancement of **political or religious** beliefs.
- The organization will **transfer** any portion of a Landfall Foundation Grant Award to any other organization.
- The organization is a local branch of a national organization with internal **fundraising staff**.

Non-Qualified Applications (continued)

- The organization **discriminates** based on age, disability, ethnic origin, gender, sexual orientation, race or religion.
- The grant is for **research**, feasibility studies or engineering and planning.
- The organization received a grant award in 2023 and has not submitted a final or preliminary **Project Management Report** by May 15, 2024.
- The organization received a **capital grant** award in 2024.
- The beneficiaries are not within the three counties



The Application

Grant Application - General Process

- Select the application **category** – Arts, Education or Health & Welfare.
- You cannot proceed to the next page until **all required questions** are answered.
- Entries are only saved after completing the entire form AND **clicking “Submit.”**
- Note: submitted entries are saved on the Landfall Foundation Google Drive. Google **encrypts** information and checks uploaded files for viruses.

Grant Application – General Process (continued)

- A **confirmation email** is sent to you with the completed form.
- An option to go back and **edit** your application is provided.
- After completing any edits, click “**Submit**” to save changes.
- Edited submissions accepted until **June 3, 2024**, application deadline.
- All **uploaded files** should begin with the first 3 words of your organization’s name to assist us in managing your information.

Application Part 1: Basic Information

Email Address

Organization Legal Name

Project Title

Amount Requested: (Not to exceed \$10,000; Enter as a whole number 10000)

Mailing Address

Application Part 1 (continued)

City

Zip Code

Website and/or **Face Book** page

Name of key contact

Title of key contact

Cell Phone of key contact

Additional contact name

Additional contact email

Additional contact Cell Phone

EIN (*Employer Identification Number*)

If your organization does not have one, contact the IRS....www.irs-ein-number.gov.com

All applications need to include the EIN!

Application Part 1 (continued)

Category

- Mark only **one** oval:
 - 501(c)(3) for at least 2 years
 - Public Schools (New Hanover, Brunswick, or Pender Counties)
- *Public schools: Upload a short, signed document from the current Principal stating that this is the only Program or Project Grant proposal submitted to the Landfall Foundation this year. You must choose one category: Arts, Health and Wellness, or Education*

Application Part 2: Your Organization

- Describe your organization's **background**, **goals**, and current programs.
- What **impact** does your organization have on the community. How do you measure that impact? *Limit of 1000 characters.*
- **Total revenue** for each of the last four years (if less than 4 years, provide those years).

Application Part 2 (continued)

- How many full-time employees does your organization support? How many part-time employees does your organization support? How does your organization utilize volunteer participation (how many, total hours).
- Provide your organization's total revenue for each of the last four years of operation (organizations in operation less than four years, provide those years). Maximum 200 characters
- How much does your organization spend annually on administrative costs? (salaries, rent, etc.) How much does your organization spend annually on fundraising? Maximum 1000 characters

Application Part 2 (continued)

- List your three largest individual or private donors and their contributions received in the last three years
- List your three largest foundation grants and amount received in the last three years.

Part 3: Specific Project/Program

- Fully describe the specific project and its goals which the funds will support.
Limit 3000 characters
- Indicate **(a)** the need for the project, **(b)** what will be the impact of the project, **(c)** how many people will benefit, **(d)** which counties (New Hanover, Pender, Brunswick) will benefit and **(e)** how this project will help your organization meet its goals. **Limit 1000 characters**

Application Part 3 (continued)

- What is the timeline? What are the measurable project objectives? What strategies will you employ to accomplish the objectives and timelines. Max 1000 characters
- How and when will you evaluate the success of meeting the project objectives? Who will conduct this evaluation? Max 1000 characters
- How will you recognize the Landfall Foundation for its contribution to your organization? Max 1000 characters

Application Part 4: Project Specific Financial Information

- If funds will be used for contracted work or equipment acquisition, will competitive bids be obtained?
- List the names of organizations, both public and private, to which your organization has applied for support for this specific project. Please indicate amount requested and the current status of each request.
- If your financial statement is not for a full year or the "tax year beginning" on the form is not within two years of the date of submittal, please explain below.

Application Part 4 (continued)

- Provide a **detailed** project budget for the requested funds.
 - **Example** - if the project is to purchase instruments for a group, detail the specific budget for the instruments and associated costs. Identify what the grant will cover.
- If the funds are part of a larger project, include larger project's budget.

Application Part 4 (continued) Uploads

- Upload a detailed project budget for the requested funds. If the funds will be used as part of a larger project, please also include the budget for the larger project.
- Upload a current list of your Officers and Directors and indicate which, if any, are paid by your organization. If this information is documented in the organization's IRS Form 990 Part VII or Form 990EZ Part IV, upload document.
- Upload your organization's most recent tax form filed with the IRS. For those (a) filing Form 990, include only pages showing Parts I, III, and VII (3 pages) (b) filing Form 990-EZ, include only pages showing Part I, II, III, IV and VI (3 pages) or (c) who do not file a 990 or 990EZ, include a Statement of Financial Position showing net assets and liabilities and a Statement of Activities showing incomes and expenses. Also upload organization's original IRS determination letter.

Complete Project Budget Example

Project: “Provide resilience training seminar for all middle school students”

Trainers for 10 2-hour seminars, 25 students each*	\$6,000
Resilience training materials for 250 students**	\$2,500
Snacks for 250 students	<u>\$1,200</u>
Total Request	= \$9,700

***Trainers** are expert independent contractors who will be paid \$30/hour

****Training** materials cost \$10 for each student; snacks will cost \$5 per student

Incomplete Project Budget Example

Project: “Provide resilience training seminar for all middle school students.”

Social studies faculty planning	\$6,000
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Other costs	<u>\$3,700</u>
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Total Request = \$9,700

Application Part 5: Grant Recipient Reporting

- If you received a Landfall Foundation Grant in 2023, you must complete a project report online before submitting an application for 2024 no later than **May 15, 2024**. You will be disqualified for submitting a late Project Report.
- Use two page **online form** to complete and submit report.
- Mark only **one**:
 1. Submitted online
 2. Did not receive a 2023 Grant

Required Attachments

- Project Budget
- Signed Terms of Agreement
- Tax forms – 990, IRS letter, etc.

Grant Scoring Matrix

- 1. Impact organization has on the community: Impact measurement (15 possible points)**
- 2. Project's Excellence & Merit (15 possible points)**
- 3. Organizations with greatest need (15 possible points)**
- 4. Project Significance: High Volume but lower significance or, Small Volume & high significance. (10 possible points)**
- 5. Administrative and overhead expenses reasonable (10 possible points)**
- 6. Project's Budget clear and complete (10 possible points)**
- 7. Implementation, Timeline & Evaluation Clear (10 possible points)**
- 8. Community Involvement & Volunteers utilized (10 possible points)**
- 9. Visibility for the Foundation (5 possible points)**

RESOURCES

- **Quality Enhancement for Nonprofit Organizations (QENO)**

<https://uncw.edu/geno>

QENO – a partnership between UNCW to help strengthen nonprofit organizations in S.E. North Carolina offering workshops, organizational coaching, community-based research and technical assistance. Web newsletter available.

- **What Do Funders Look for in a Grant Proposal?**

[Blog.techsoup.org](http://blog.techsoup.org) <https://www.arts.gov/sites/default/files/artworks-grant-examples-spring-2014.pdf>

Great tips, additional resources and relevant blogs.

- **Nonprofit Grant Writing: How to Secure Grants for Your Cause.**

<http://Grantsplus.com>

- **N. C. Community Colleges**

