



We hope that you will find these notes useful as examples. If you are preparing your own application and have any questions, please contact the appropriate grant committee chairperson or one of the grant committee co-chairs.

Name of key contact. Key contact phone & email address. Additional contact name. Additional contact email address. Provide a phone number that someone answers. There are occasions that someone from the Landfall Foundation grants committee will need to contact you.

Describe the program, and how it relates to the overall mission of your organization?

Your mission clearly states why your organization exists. Think of this question as an element in your strategic planning and how this project will help your organization down the road.

Public schools: upload a short, signed document from the current Principal stating that this is the only Program or Project Grant proposal being submitted to the LF Foundation this year. You must choose one category: Arts, Health and Welfare or Education . Many times in the past, a school has unknowingly, submitted grants in all three categories. This step will alleviate a lot of work on your side as well as the committee side.

Describe your organization's background, goals, and current programs.

Try to answer the questions in order. Who are you? How did your organization start? What are your goals? Why are your current programs in place? Public schools and large community agencies should provide a description of their organization's background, goals, and current programs in the category they are applying for: Arts, Health and Welfare or Education, rather than the entire organization or school.

What impact does your organization have on our community and how do you measure that impact? Include quantitative values or metrics if available.

What makes your organization unique to the community? How many people are served by your activities & programs? What is your membership growth, fundraising performance and/ or community engagement? How do you measure that? When do you measure it? Who measures it? What do you do with the information? How does your organization serve / give back to the community?

How much does your organization spend annually on admin costs? (Salaries, rent, etc.) How much does your organization spend annually on fundraising?

Admin & fundraising costs are listed on your tax returns. If you have high admin and fundraising costs, consider shifting some of that money to the project you are requesting funding support.

List your 3 largest corporate and 3 largest foundation donors along with the contribution amounts received in the last 3 years.

While we will carefully review every grant application each year, we strongly recommend that each applicant's goal should be to becoming self-sustaining. If the Landfall Foundation is always the largest foundation contributing to your organization, you are submitting well written grants and should also seek funding in additional places. Your organization is doing great things.

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.

We want to get to know you. Please submit a current list of your Officers and Directors. Last year a few organizations submitted a list with members who were no longer with their organization.

The following narratives have been selected as examples because they represent a diversity of project types and are well written. The selected examples are not the entire funded grant proposal & may have been edited to protect the privacy / confidential information for the selected portions. These narratives should be used as references, rather than templates.

Indicate: (a) the need for the project. (b) how individual lives will be improved. (c) how many people will benefit. (d) which counties will benefit. (e) how this project will help your organization meet its goals.

**Arts Example:** Evidence shows involvement in the arts makes a difference for low-income & underserved, yet it's low-income families & seniors who often have least access. Currently, Wilm. population is 118,145 & experiencing a rapid growth rate of 2.33% increase since the recent census recorded in 2022, which also reported 18.8% of the residents had an income below the poverty level. There are 32 Title I schools in Brunswick, Pender & NHC with 29,985 students enrolled in the free or reduced meal program. Theatre tickets are out of reach for youth, families & seniors living on a limited income. Our mission is to enrich lives by providing professional quality musical theatre performance & education opportunities. Through (Name of Program), 400 people from Brunswick, Pender & NHC will receive free tickets. An investment of this kind engages communities & expands opportunities in the arts & beyond.

**Health and Welfare Example:** (a) New Hanover County schools identified 1200 students experiencing homelessness in the 21-22 school year. These youth are at much higher risk for teen pregnancy, resulting in unplanned pregnancy with limited access to resources. (b) The MHP will have short and long-term impacts such as: prevent potential incarceration, immediate safe and stable housing, increased access to supportive resources, and decreased generational homelessness. (c) The MHP will serve 8 unduplicated pregnant/parenting youth annually as well as their young families. (d) While all participants will be housed in New Hanover County, this program will also benefit the surrounding counties of Pender and Brunswick as MHP can accept youth from those areas as well. (e) Due to the rapid increase in cost of living and surge in rental rates in our area, this project will bridge the gap in desperately needed funding to support housing stability, health, and safety for a vulnerable population within our community.

**Education Example:** The negative impact of food insecurity on college students includes being more likely to earn a lower GPA, diminished ability to excel in class, lower attendance and completion rates, and an increased risk of obesity due to being more likely to choose cheaper, highly processed, fast foods. (Name of organization) provides access to food so students can focus on their studies rather than worrying about how they will pay for groceries. (Name of organization) distributed over 13,000 lbs. of food to 576 students from July 1, 2022 – May 31, 2023, and we expect the number to increase in the 23-24 academic year; we estimate that we will reach over 800+ students. The students we serve live on-campus, in off-campus housing, or commute from home (New Hanover, Pender and Brunswick counties). Our goal is to ensure that no college student goes hungry, and this grant will allow us to expand the scope of services we provide to make that happen.

**What is the timeline? What are the measurable project objectives? What strategies will you employ to accomplish the objectives and timelines?**

**Arts Example:** To introduce new audiences in a way that feels natural & authentic, we began a grassroots style collaboration in 2021 with community partners in Brunswick, Pender & NHC area that are representatives of people we are trying to reach: at-risk youth, underserved low & low-middle income families & seniors. In July, notices will be distributed to our partners to announce the application period opening August. In November, we will open applications to individuals & additional organizations; distribute printed flyers & provide information via our newsletters & social media posts with links to the application on our website. The application period will remain open until the allotted tickets for each show are fully committed or 10 days prior to showtime. (Name of organization) will contact & distribute allotted tickets no later than 7 days prior to each show. A roster of all guests will be filed, given to Stage Managers & Directors. Applications will be surveyed for interest & demographic data.

**Health and Welfare Example:** We operate on a July – June fiscal year with year-round programming. Kids Cafe, School Pantries, and Weekend PowerPacks occur during the school year, Kids Summer Meals happen over summer, and distribution to children and their families happens year-round. (Name of organization) capacity stems from partnerships with 86 local partners running 119 hunger relief programs including pantries, after school programs, and more. We help these organizations stretch their food dollars to meet the needs of the community. Using our nationally recognized Fair Share program, which coordinates distribution levels with the level of need per county, we then distribute food and resources to those who need it most. Our dedicated children's programs are based on national Feeding America evidence-based practice models. These programs are designed to supplement existing school meal offerings, filling gaps in children's access, not duplicating efforts.

**Education Example:** The Afterschool Science Education Program will be conducted in traditional school year, from September 2023 to May 2024. (Name of organization) will employ pre and post assessments, intake surveys and needs assessment to assess youth academic and resource needs and goals. (Organization) will conduct ongoing follow up and self reporting of progress on action plans with data inputted into the database for family level and individual level tracking. Youth will also review action plans with program specialist staff with social work expertise. (Organization) will also use SMART (Specific, Measurable, Attainable, Relevant, Time-based) goals designed for each metric to evaluate progress monthly, including academic progress and retention, and effectiveness of mentorship. Community impact will be assessed using reach and network analysis of program marketing and products. Lastly, the career and academic outcomes of all students will be monitored to assess long-term impact and relevance of the programs for youth.

**How and when will you evaluate the achievement of the project objectives? Who will conduct this evaluation?**

**Arts Example:** This project will be held four times, once in the fall, once in the winter, and twice in the spring, culminating with a student exhibition and celebration. Objectives include: 1) broadening the organization's reach into the Latinx communities 2) establishing the (Name of organization) as a trusted resource for local Latinx audiences 3) tapping into targeted marketing to Latinx communities. To meet these objectives, (Name of organization) will work with the Latino Alliance, Cape Latinos, the Harrelson Center, Smart Start, and the museum's education committee to bring families to the (Name of organization) 4 times during the grant year to participate in a tour and art activity and will host a culminating celebration in the spring. (Name of organization) has discussed this project with program partners and partners will be involved in all aspects of the project

**Health and Welfare Example:** Measurable project objectives can be seen by simply looking at and counting the number of trees planted. However, the i-Tree tool uses the tree species, 50- year projection, numbers of tree planted, CO2 avoided, rainfall intercepted, as well as beautification and health aspects. The timeline after grant award would first include acquiring permission in the fall from homeowners to plant, working with the City Urban Forestry staff to select the native tree species to be planted, marking locations on a map, and before making a final report, utilizing the i-Tree tool to calculate the benefits of trees and location to the site and to the neighborhood in 50 years.

**Education Example:** (Name of organization) has a Social Emotional Learning Committee that is attended by our 2 counselors, an administrator, our SEL Coach, and several teachers. Our 2023-24 Social Emotional Learning Committee will review our school's behavior data at least quarterly, foster implementation of restorative practices within our In-School-Suspension (Turn Around Pod), provide professional development to school staff for our PBIS procedures, and continually assess progress and needs that arise throughout the school year.

**How will you recognize the Landfall Foundation for its contribution to your organization?**

**Overall Example:** On our website, social media, program book listing, live announcement, media outlets, plaque or signage.

**Why recognition for the Landfall Foundation is important:** Having the Landfall Foundation's name and logo on your website and attached to your organization, shows our community that the Landfall Foundation supports you and your programs. It boosts the foundation's visibility to potential donors which ultimately provides higher grant awards for organizations like yours.

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.

**Overall Example:** National Endowment for the Arts: requested \$5,000, Pending. Wilmington East Rotary: \$2,500, Confirmed.

As you will see in the overview of the scoring matrix, it is important to show support for your program or project from other organizations and you can submit the same grant proposal to two different funding organizations. You cannot however, accept funding to cover project expenses which are already being covered by other funding source.

So let's say, hypothetically:

- 1) You send out proposals requesting \$10,000 from two foundations, and they both agree to partially fund the project by awarding a grant of \$5,000 each. Then you may accept both.
- 2) You send out proposals requesting \$10,000 from two foundations, and they both agree to fund the project by awarding a grant of \$10,000 each, you can only accept one. However, if your overall project cost is \$20,000 then you are free to accept both.
- 3) You submit a proposal requesting \$10,000 from the foundation, but you show no other funding committed or pending. If the LFF could only partially fund your project, it would appear that your project would not make it to fruition. Your program should not be based on 100% funding from the Landfall Foundation's support.