



A Collective Giving and Endowment Fund of the Foundation For The Carolinas

## 2017 CLGF GRASSROOTS LANE GRANT – Application Guide

For the period July 1, 2017 to June 30, 2018

The Charlotte Lesbian and Gay Fund (CLGF) will award grants, up to \$2,000 per organization, to Charlotte-area organizations serving the gay, lesbian, bisexual and transgender (LGBT) community through the establishment of the new **Grassroots Lane** grant program.

**CLGF Grassroots Lane Grants** are intended to build capacity and strengthen the effectiveness of startup organizations with or without 501(c)(3) nonprofit status serving Charlotte's LGBT community. Allowing the CLGF to reach organizations with unmet needs that fall outside of current Basic Operating and Programs, Projects and Events (PPE) cycles, Grassroots Lane grants will be awarded to support general operations as specified in the grant proposal that fulfill the Fund's mission:

*"...to pool the resources of individual donors, stakeholders and corporate sponsors to selectively fund grants that support LGBTQ individuals and families with the belief that all people should be treated with equal respect and dignity in all facets of the community."*

This document is meant to be a guide for applicants as they complete the application process. To request an application, please contact Alexis Owens, [aowens@fftc.org](mailto:aowens@fftc.org).

**CLGF has limited discretionary funds.** Therefore, many exemplary proposals cannot be funded. Because of the volume of requests, we cannot provide written feedback on all proposals that are not funded.

To conduct a fair and ethical grants program, a Conflict of Interest Policy is followed and requires that volunteers and/or staff be excluded from the grant process for an organization with which they are affiliated. Please do not lobby Board or Grants Committee Members on behalf of your organization.

**For questions, contact Alexis Owens at Foundation For The Carolinas, [aowens@fftc.org](mailto:aowens@fftc.org)**

Basic steps in this grant cycle are as follows:

- Applicant requests an application from CLGF, [aowens@fftc.org](mailto:aowens@fftc.org).
- Grant application is completed by applicant, and returned to CLGF via email to [aowens@fftc.org](mailto:aowens@fftc.org)
- Grants committee reviews application and may meet with applicant
- Grants Committee reviews and determines funding; applicant notified
- Grantee submits a brief evaluation to CLGF on use and impact of funds
- After funds are expended CLGF may contact fiscal sponsor organization (if present) to ensure grant funds were used as intended

## GRANT REQUIREMENTS – GRASSROOTS LANE

- Grant awards can only be made to an eligible organization (501(c)(3) nonprofit organization, congregation, governmental and educational institutions). If the applicant is not an eligible organization, the grant must be applied for under the fiscal sponsorship of an eligible organization.
- Receiving organizations with 501(c)(3) status should have received non-profit designation within the last 12 months.
- Organizations without 501(c)(3) status must partner with an established organization with 501(c)(3) nonprofit status that will serve as a fiscal sponsor. This sponsor will certify that grant funds were spent as outlined in the grantee's application.
- Grassroots Lane grants are only awarded to organizations whose primary objective is to provide services or benefits to the LGBT community.
- Applicants may apply for ONE **Grassroots Lane** grant per annual cycle.
- The CLGF Board and Grants Committee reserve the right to request additional information at any time.
- Grant funds not spent for approved purposes specified in the grant application must be returned to CLGF.
- Applicant organizations must attest that their membership and/or service population are contained within the Charlotte-Mecklenburg community, and must agree to use grant funds solely within Mecklenburg County.
- Previous recipients of CLGF's Basic Operating and Program, Project, and Events (PPE) grants are not eligible to apply.

Areas typically not funded are as follows:

- Capital campaigns and endowment funds
- Organizations for re-granting purposes
- Debt retirement/deficit funding
- Projects that promote policy advocacy, political activity or religious views
- Activities occurring prior to grant decision
- Projects typically the funding responsibility of federal, state or local government
- New proposals that duplicate existing or established programs or services
- HIV/AIDS organizations and programs
- Strategic Planning in "ordinary course of business"
- Publication of books

## FUNDING PRIORITIES

Applicant organization's services should support CLGF's mission and vision by including these key components:

- **Build** understanding and appreciation as well as promote value of inclusion within the organization's circle of influence, especially LGBT populations not previously targeted.
- **Cultivate** opportunities for leadership by contributions of LGBT people.
- **Engage** and include all people from diverse backgrounds and sexual orientation in programs, services and organizational values.

## EVALUATION CONSIDERATIONS

As you complete your application, give special consideration to documenting these priorities. They will be used in grant evaluations.

- **Scope of impact:** This organization has a positive impact on its audience and the Charlotte LGBT community as a whole.
- **Nurtures individuals to actualize their potential:** This organization supports individuals within the LGBT community as they make their personal journey through acceptance, pride, support of community, and leadership.
- **Presents a positive image of LGBT people to the community:** This organization presents a fair and positive understanding of people who are lesbian, gay, bisexual and transgender.
- **Effectiveness:** This organization is an effective way of providing the services and benefits it offers.
- **Diversity:** This organization engages and includes people from diverse backgrounds.
- **Defined measures:** This organization identifies clear objectives and uses metrics and measures to define a successful outcome.
- **Project Budget:** This organization's budget presents reasonable costs for services performed and an efficient way to achieve the objectives.
- **Organizational Experience:** This organization has the appropriate talent, skills, and experience to execute its objectives and effectively utilize grant funds.

### **Grant Evaluation Reports**

- CLGF takes its governance role very seriously and must ensure that grant award funds are spent appropriately and as intended. With limited funds to award, CLGF also monitors the effectiveness of funds spent to ensure grants are meeting community needs and prioritized efficiently.
- Each grant recipient is therefore required to submit a brief Evaluation Report, outlining the results and effectiveness of how the funds were spent. Not completing an evaluation may jeopardize future grant participation.
- Evaluation reports are also used for CLGF communications and may be used as input in future grant decisions for your organization.

### **Grant Use deadline**

- Grassroots Lane funds must be used within 6 months of receipt.
- A Grants Committee member will be assigned to each grantee for monitoring purposes.
- Funds not used by this date must be returned to the CLGF.