

INSTRUCTIONS



APPLYING FOR A GRANT ONLINE

www.livoniafoundation.org/grants

ABOUT

The **Livonia Community Foundation** is a permanent endowment - a trust fund - built from donations from individuals, families, estates, corporations, & private organizations in the community. The Foundation is an approved 501(c)3 charitable organization and contributions are tax deductible to the extent allowed by the IRS.



The Livonia Community Foundation (LCF) mission is:

- To promote and develop community resources, properties and civic treasures;
- To promote, support and develop public interest in the arts and other local cultural undertakings; and
- To promote programs that contribute to the welfare of the community and the needs of its citizens

The Foundation's assets are conservatively invested under strict State and Federal laws and the return on investment is used to support the Foundation's programs and commitments. The Foundation supports, through monetary donations, Livonia's charitable, cultural, historical, educational, and recreational institutions, projects and programs meeting the mission of the Foundation.

In 2026 the Livonia Community Foundation provided \$80,400 in grants to twenty-one 501(3) organizations in May. Since its inception in 1995 the LCF has provided over \$858,000 in grants back to the Livonia community.

Annually, the Livonia Community Foundation reviews grant applications submitted by 501(c)3 not-for-profit organizations serving the residents of the City of Livonia for programs and projects which they believe meet the mission of the Foundation. **The grant cycle normally opens in late January and applications are due to the Foundation by the 15th of March; are reviewed by a committee of the Foundation Board of Trustees and grants are made in the spring.** Our grant application process is now an online process.

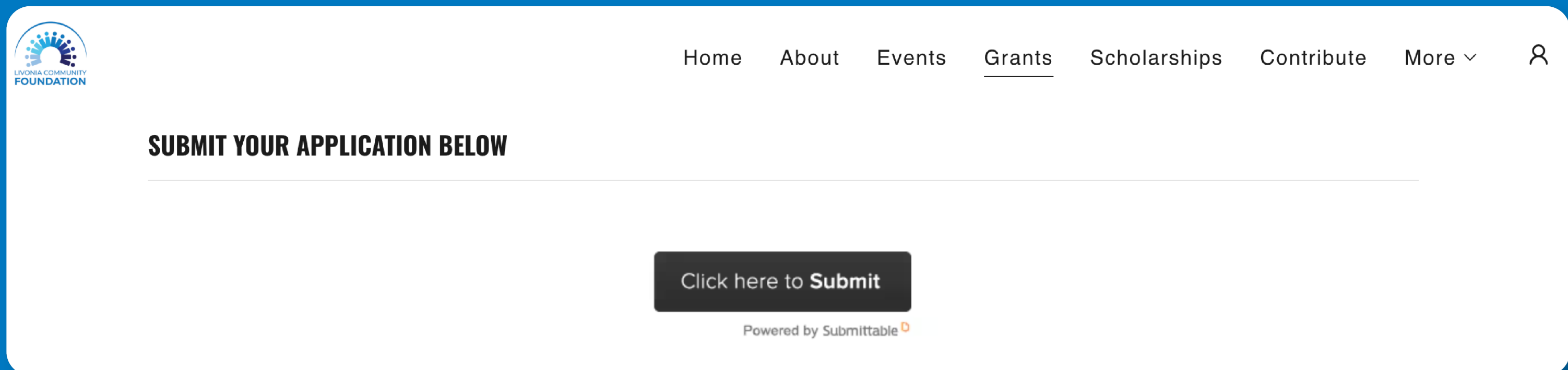


TO START THE PROCESS, GO TO:

www.livoniafoundation.org/grants

Scroll down the page to Submit Your Application Below.

Click Submit Button to start application.



TO START YOUR APPLICATION

Click the Apply Button



LIVONIA
COMMUNITY
FOUNDATION

Grant Application

Livonia Community Foundation

Livonia Community Foundation Grant
Application Form

Ends on January 15, 2020

More

Apply

Livonia Community Foundation



 Follow

Preview

SIGN UP / SIGN IN

- If you are new to the application process, you will need to Create an Account (**Sign Up**).
- If you have submitted an application in the past, you can (**Sign In**) or Create a New Account (**Sign Up**).



Sign Up		Sign In
Email		
Password		
Confirm Password		
First name	Last name	
Sign Up		



THE LCF GRANT APPLICATION

Any answers marked with an asterisk (*) are required.

- 1 Grant Requirements
 - 2 501(c)3 Requirement
 - 3 About the Organization
 - 4 About the Project / Program
 - 5 Budget Template
 - 6 Logo, Media & Reporting
 - 7 Contact Info
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LIVONIA
COMMUNITY
FOUNDATION

THE LCF ONLINE GRANT APPLICATION

GRANT REQUIREMENTS

Grant Requirements

1. Must be a **501(c)3 not-for-profit** organization (*This is an IRS designation status allowing donations to be tax deductible; not your exemption from Sales Tax.*)
2. Programs and projects **serve Livonia residents**
3. Aligns with **the mission** of the Foundation

Our Mission

To promote and develop **community resources, properties, and civic treasures.**

To promote, support, and develop **public interest in the arts and other local cultural undertakings.**

To promote programs that **contribute to the welfare of the community and the needs of its citizens.**

*** If you are unsure of your IRS status, please contact us at 248-320-6478 for clarification to determine if you should continue with your application.**

Please direct questions regarding your application to:

Charlie Mahoney, Grant Committee Chair | 248-320-6478 - mahoneyc@prodigy.net

Brian Meakin, Executive Director | 734-718-4821

APPLICATION INFORMATION

- As you complete your application, you can save your work at any time by clicking the **Save Draft** button at the bottom of the screen. When you have completed your application be sure to click on the **Apply** button. Make sure you have completed your application and pressed the **Apply** button before **midnight March 15th**. After that the ability to submit a grant will be locked and grants will no longer be accepted for this cycle.
- If you need to **make a significant change** to the project approved for a grant, please contact the Foundation for approval.
- If you **do not use the funds**, you will be expected to return the grant to the Foundation.

ABOUT THE ORGANIZATION

501c3 Requirement

*Required

1. Have donations to your organization been granted exemption from Federal Income Tax under Section 501c3 of the Internal Revenue Code?*

- a. If yes, we ask you to upload your Determination Letter (examples are below).
- b. If no, unfortunately you do not qualify for a grant from the Foundation.

2. Upload IRS 501c3 Letter of Determination.*

Examples of IRS Letter of Determination for 501c3

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 7 1997

LIVONIA COMMUNITY FOUNDATION
C/O WILLIAM C FRIED
32900 5 MILE RD STE 4
LIVONIA, MI 48154-3059

Employer Identification Number:
[REDACTED]

DLN: 17053249852007

Contact Person: D. A. DOWNING

Contact Telephone Number: (513) 241-5199

Our Letter Dated: September 1994

Addendum Applies: No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

C. Ashley Bullard
District Director

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

YOUR NONPROFIT, INC.
P. O. BOX 123
MISSION WAY, CA 95050

Employer Identification Number: 12-3456789

DLN: 123456789910

Accounting Period Ending: December 31

Public Charity Status: 170(b)(1)(A)(vi)

Form 990 Required: Yes

Effective Date of Exemption: January 3, 2002

Contribution Deductibility: Yes

Addendum Applies: No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that ~~you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.~~ Contributions to you are deductible under section 170 of the code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because of this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Ms. Mission
Director, Exempt Organization

Continued

ABOUT THE ORGANIZATION

First Time Applicant or
Applied Previously

*Required

3. Have you applied for a Livonia Community Foundation grant before?*

- a. No, First Time Applicant
- b. Yes, Applied Previously

4. If YES, Applied Previously, please answer these questions:

- a. When did you last apply?
- b. Was a grant awarded?
- c. Did you submit a final report after the grant's completion?

5. If you did NOT submit a report from previous grant, please:

- a. Upload it here or
- b. Email to mahoneyc@prodigy.net before submitting your new grant.

Continued

ABOUT YOUR ORGANIZATION

*Required

6. **Name of your Organization***
7. **Organization Address***
8. **Organization Website URL**
9. **Brief description of your organization.***
 - a. Specific types of programs
 - b. How do these programs serve Livonia?
10. **Please provide a list of your organization's Board of Directors or Trustees.***
 - a. Upload a list
 - b. Complete Online
11. **Number of paid full-time staff.***
12. **Number of paid part-time staff.***
13. **Number of volunteer staff (not including Board of Directors or Trustees).***
14. **Please upload your organization's most recent financial statements/balance sheet.***
15. **Are your financial statements audited or unaudited?***
 - a. Unaudited
 - b. Audited > Upload the Management Letter for your Audited Financial Statements

ABOUT THE PROJECT/ PROGRAM

This Grant will Fund

*Required

16. Which category best describes your project or program?*

- a. Arts (Visual, Performing, Music, etc.)
- b. Historical Sites or Programming
- c. Community Needs (Food, Clothing, Health/Mental Health related)
- d. Recreational, Outdoor or Fitness
- e. Educational
- f. Environmental
- g. Other

17. Name of your Project or Program*

18. Amount Requested for this Grant*

19. Describe the program for which you're seeking funding.*

- a. Why is this program needed?
- b. What are your goals for this project?
- c. How many people will benefit?
- d. What specific population would be served?
- e. How will this program directly benefit the Livonia community?

20. Is your organization willing to be considered for an LCF matching grant?

21. Have you considered partnering with other organizations for this program or project?

22. Please provide an estimated budget for your project or program that includes information on any additional sources of funding.*

- a. I will upload it. > Button to upload
- b. I will use the template and enter it below. > Use budget template

Sample Budget Template

ABOUT THE
PROJECT/
PROGRAM

*Required

Organization Name	
Project Name	
Project Estimated Cost - \$ Amount	
Grant Amount Requested - \$ Amount	

Sources of Income for Project	
Source - Description	\$ Amount
Total Income	\$ -

Expenses for Project	
Source - Description	\$ Amount
Total Expenses	\$ -

Difference	\$ -

- You can **upload a budget** you have already created or can **use our template** provided.
- Please list all **sources of Income and Expenses** expected for your project or program for which you are requesting funds.

ADDITIONAL INFORMATION, LOGO, SOCIAL MEDIA & REPORTING

*Required

ADDITIONAL INFORMATION, LOGO, & SOCIAL MEDIA

- 23. **Please upload your Organization's Logo*** (.jpg, .png, .eps, .ai, .psd)
- 24. **You are encouraged to upload additional documents or images/photos that support your grant application.*** (*Upload up to 3 files, such as supporting materials annual reports, marketing documents, images, etc.*)
- 25. **Upload a short video (2 mins or less) introducing your organization and the work it does.** (*Encouraged but not required*)
- 26. **Does your Organization have any social media accounts?** Please choose all that apply. (*Facebook, Instagram, LinkedIn, YouTube, X (Twitter), TikTok*)

REPORTING ON YOUR PROJECT/PROGRAM GRANT

- 26. **How will you determine if you met your goals and objectives for your project or program?***
- 27. **How will you recognize the Foundation for their contribution to your project or program?***

About Your Organization

CONTACT INFO

*Required

28. **Primary Contact Name***

29. **Primary Contact's Role within Your Organization***

30. **Primary Contact Phone Number***

31. **Primary Contact Email***

32. **Additional Contact Name & Title**

33. **Additional Contact Phone Number**

34. **Additional Contact Email**

35. **Date of Submission.***

NEXT STEPS, IF YOUR GRANT IS APPROVED

If **your grant is approved**, the Livonia Community Foundation will have a **Grant Presentation Event** where we will recognize your organization and present a check. As part of this event, we ask that you have a representative attend the event which allows us to recognize you and your organization.

A **written report of your program or project** and its outcomes is expected within a year of receiving the grant.

Please include:

- Overview of your project and how the grant was utilized.
- Was it a success?
- How did it impact the residents of Livonia?
- Is it a continuing program?
- How will you determine if you met your goals and objectives for your project or program?
- How will you recognize the Foundation for their contribution to your project or program?

Email your report to mahoneyc@prodigy.net



CONTACT US

If you have questions about Livonia Community Foundation or about our grants, you can contact:

Charlie Mahoney

248-320-6478

mahoneyc@prodigy.net

Brian Meakin

734-718-4821

meakinb@gmail.com

Livonia Community Foundation

33300 Five Mile Road, Suite 102

Livonia, MI 48154

(734) 718-4821

www.livoniafoundation.org



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THANK YOU!



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