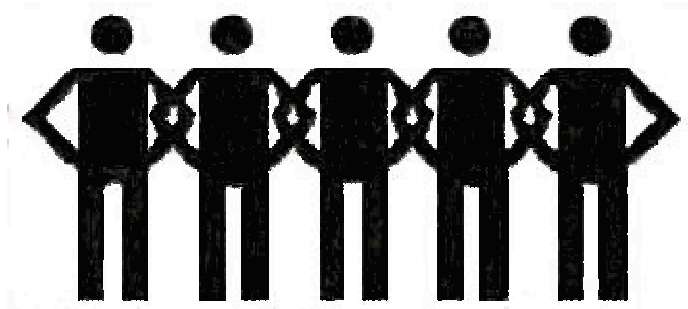


# LIVONIA COMMUNITY FOUNDATION

Applying for a Grant Online



[WWW.LivoniaFoundation.org](http://WWW.LivoniaFoundation.org)

## Applying for an LCF Grant Online

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 is State of Michigan Certified (# 55). Contributions are tax deductible to the extent allowed by the IRS.

The Livonia Community Foundation 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

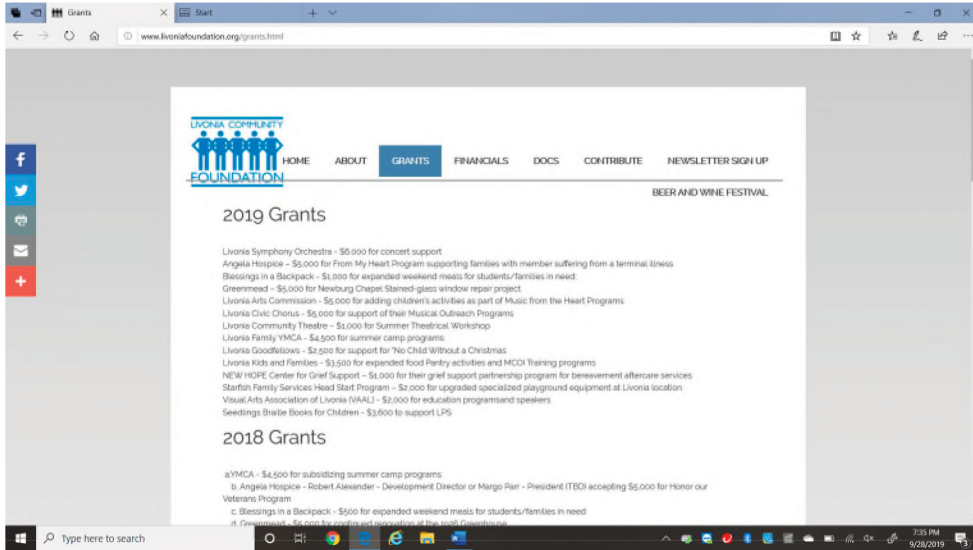
The Foundation's assets are conservatively invested under strict State and Federal laws and the return on investment is used to support the Foundation's programs and commitments. The Foundation supports, through monetary donations, Livonia's charitable, cultural, historical, educational, and recreational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

Since its inception in 1995 the LCF has provided over \$601,000 in grants back to the community.

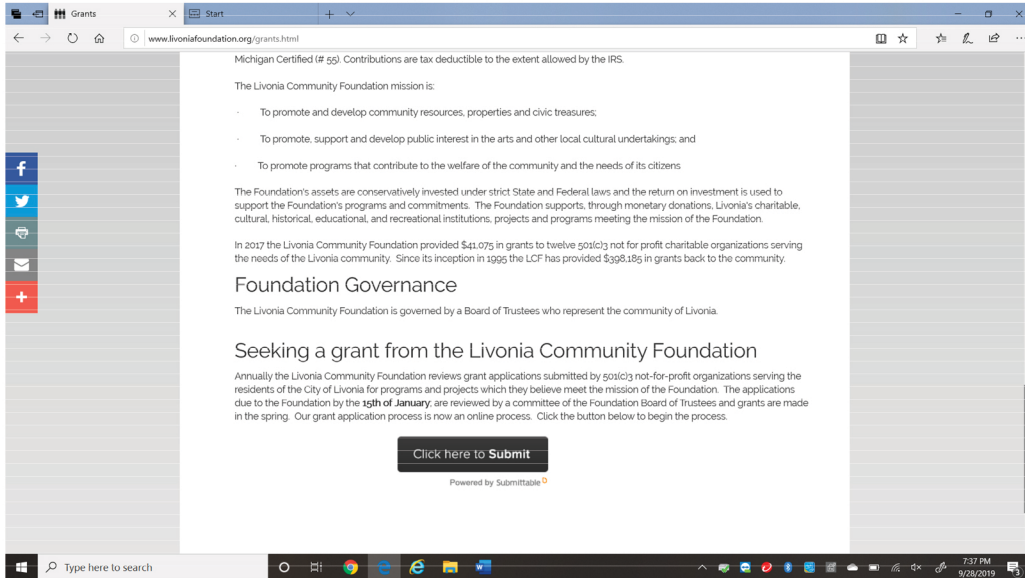
Annually the Livonia Community Foundation reviews grant applications submitted by 501(c)3 not-for-profit organizations serving the residents of the City of Livonia for programs and projects which they believe meet the mission of the Foundation. The applications are due to the Foundation by the **15th of March** and are reviewed by a committee of the Foundation Board of Trustees. Grants are made in the spring.

To start the process, go to <http://www.livoniafoundation.org/grants.html>. The page should look like:

# Applying for an LCF Grant Online

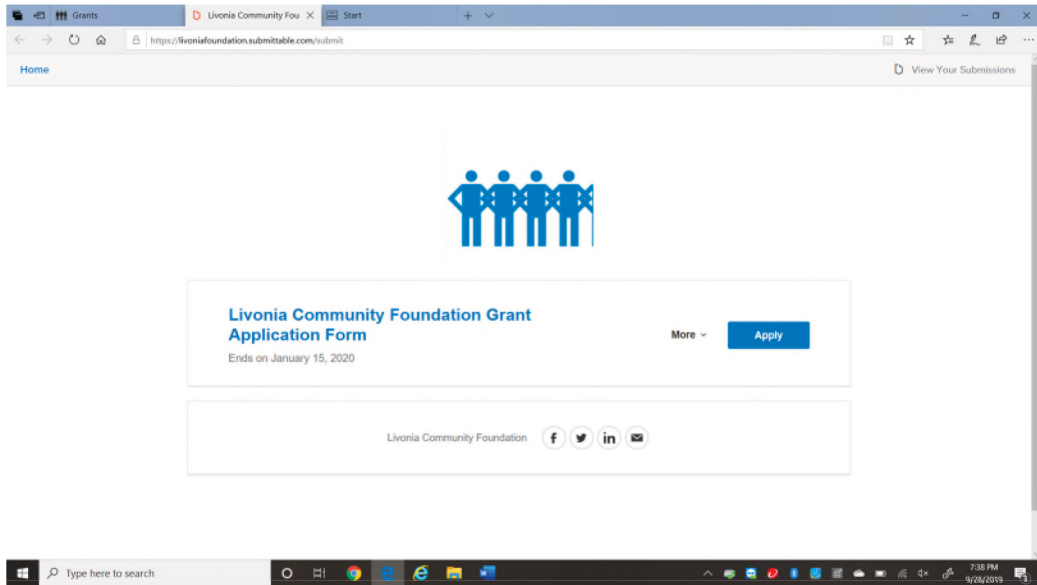


The top portion of this page shows you some information about our previous grants that may help you to develop your request. As you scroll down you will find a page like

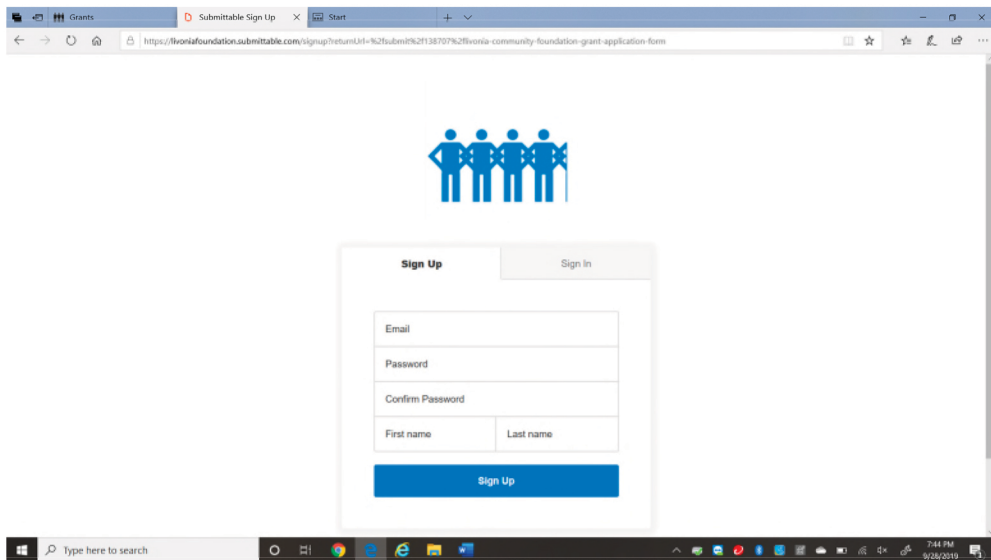


Click on the button that says Click here to Submit. A new webpage should open that looks like this:

# Applying for an LCF Grant Online



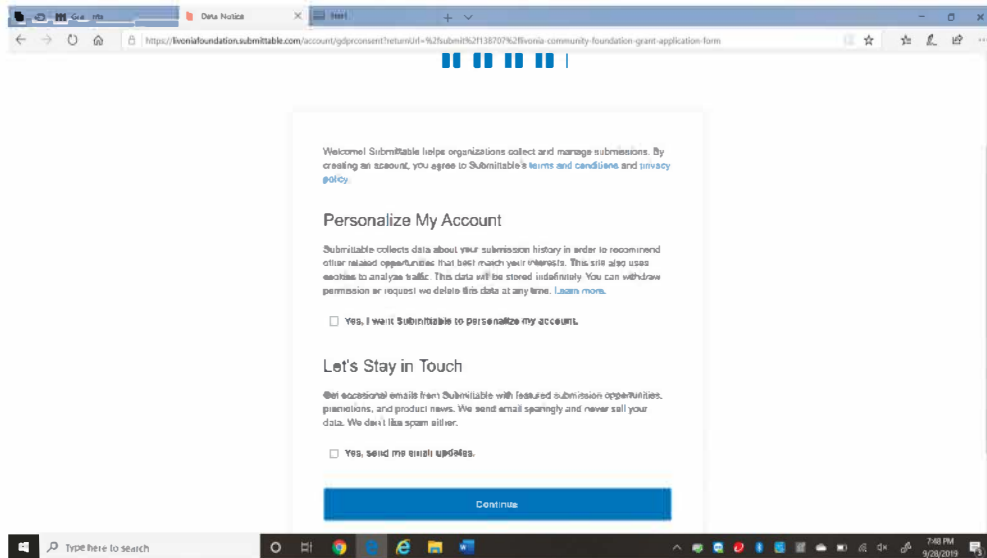
Click on the Apply Button. A new page (<https://livoniafoundation.submittable.com/submit/138707/livonia-community-foundation-grant-application-form>) will open and near the bottom of the screen you will find 2 buttons. One will have the option to Create Your Account and the other will be Have an Account? Sign In. The first time you start the process you will need to Create your Account. A screen like below should appear:



You will need to use your email address, enter a password twice that is at least 8 characters, make sure you remember it, and your first name and last name.

A screen like below will now appear:

# Applying for an LCF Grant Online



You can choose whichever options are your preference on these options.

The online application form will now appear. It will include the following items.

Questions regarding your application should be directed to:

Charlie Mahoney 248-320-6478 [mahoneyc@prodigy.net](mailto:mahoneyc@prodigy.net)

Kathleen McIntyre 734-674-4498 [Kathleen.McIntyre@att.net](mailto:Kathleen.McIntyre@att.net)

Have you applied for this grant in the past? \*

First time applicant

Applied previously

When did you last apply?

(Date format: MM/DD/YYYY)

Organization Name \*

Organization Street Address \*

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Organization City \*

Organization State \*

Organization Zip Code \*

Organization Website URL \*

Your organization website address.

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Brief introduction of your organization \*

Brief description of your mission \*

Brief history of your organization \*

Please provide a list of your organization's Board of Directors or Trustees \*

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Statement from IRS confirming your organization's 501(c)(3) status \*

Acceptable file types: pdf, jpg, jpeg, tif, tiff.

What types of services do you provide? \*

Number of paid part-time staff

Number of volunteer staff

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Primary Contact Name \*

Primary Contact Title \*

Primary Contact Phone Number \*

Primary Contact Email \*

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Additional Contact Name

We recommend you provide an additional contact in case the primary is not available.

Additional Contact Title

Additional Contact Phone Number

Additional Contact Email

# Applying for an LCF Grant Online

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Which category best describes your program? \*

- Community resources, properties and civic treasures
- Arts and other local cultural undertakings
- Welfare of the community and the needs of its citizens
- Education
- Environment
- Other

Other

Project/Program Title \*

Amount requested \*

LCF grants generally range from \$500 to \$10,000

Briefly describe the program for which you seek funding. \*

Limit: 1000 words

How many people will benefit from your program? \*

Do you have a budget document? \*



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- Yes - I'll upload it next
- No - I'll type it into the form next

Please provide a detailed budget for your proposal

INCOME		
Source	Description	\$ Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount requested from the Foundation:		<input type="text"/>
		<input type="text"/>
Total Income:		0
		<input type="text"/>

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EXPENSES:		
Item/Service	Description	\$ Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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	<b>Total Expenses:</b>	<b>0</b>

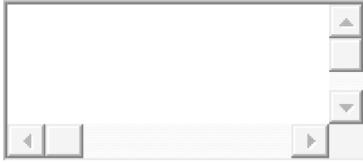
Upload your budget document \*

Acceptable file types: pdf, doc, docx, txt, odt, xls, ppt, pptx, xlsx.


Grant Amount Requested \*

Why is this granted needed? What are your goals with this project? \*

## Applying for an LCF Grant Online



What specific population would be served by the grant requested? \*



How will this grant benefit Livonia? \*



Financial statement from the most recent year available (please indicate whether it is audited or unaudited). \*

Enter the email address of the person providing the supporting document. They will receive an email with a link to upload the document. Be sure to have them whitelist [submittable.com](http://submittable.com) or check their spam folder to ensure they receive your request.

Upload any additional supporting documents

Acceptable file types: pdf, doc, docx, jpg, jpeg, gif, mp4, zip, tif, tiff, png, mov, xls, ppt, pptx, avi, mpg, xlsx, 3gp, flv, webm, wmv, mkv, m4v, svg.

Consider: budget document, annual report, marketing documents, video, images, etc.

Select up to 5 files to attach. No files have been attached yet.

Additional materials

If your grant request is approved, the LCF will have a Grant Presentation Event where we will recognize your organization and present the check. As part of this event, we do ask for the following items to allow us to recognize you.

Upload your organizations logo \*

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Acceptable file types: jpg, jpeg, gif.

Upload a file - this will be used for Grant Presentations if grant request is approved.

Select up to 2 files to attach. No files have been attached yet.

Please provide a photo of this type of program or of your organization providing services \*

Acceptable file types: jpg, jpeg.

Upload a picture (JPG)

Please provide another photo of this type of program or of your organization providing services \*

Acceptable file types: jpg, jpeg.

Optional 3rd picture of this type of program or of your organization providing services

Acceptable file types: jpg, jpeg.

Do you have a short (2 minute) video that introduces your group?

Acceptable file types: mp4.

I agree with Terms of Use \*

You must check this box before you can submit.

Questions with an \* are required fields.

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 March 15<sup>th</sup>. At midnight that day the ability to submit will be locked.

If you have any problems or questions about the application process, you can click on the Question Mark “?” button on either the top or bottom of the screen.

## Applying for an LCF Grant Online

If you have questions about Livonia Community Foundation or about our grants, you can contact Charlie Mahoney 248-320-6478 [mahoneyc@prodigy.net](mailto:mahoneyc@prodigy.net) or Kathleen McIntyre 734-674-4498 [Kathleen.McIntyre@att.net](mailto:Kathleen.McIntyre@att.net).