

LIVONIA COMMUNITY FOUNDATION



2025

APPLYING FOR A GRANT ONLINE

WWW.LIVONIAFOUNDATION.ORG

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 is State of Michigan Certified (# 55). 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 2024 the Livonia Community Foundation provided \$68,540 in grants to eighteen 501(3) organizations in May and an additional \$3,000 matching grant in September, taking the total grants dollars awarded to **\$71,540** reaching **nineteen** not-for-profit organizations. Since its inception in 1995 the LCF has provided over \$700,000 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 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.





THE LCF GRANT APPLICATION

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

CATEGORIES

- 1 About the Organization
- 2 Contact Information
- 3 Grant Category
- 4 About the Project / Program
- 5 Financial Statement
- 6 Upload Additional Documents, Images, Videos

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.



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SUBMIT YOUR APPLICATION BELOW

Click here to **Submit**

Powered by Submittable 

TO START YOUR APPLICATION

Click the Apply Button



Livonia Community Foundation Grant Application Form

Ends on January 15, 2020

More ▾

Apply

Livonia Community Foundation



SIGN UP / SIGN IN

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



Sign Up

Sign In

Email

Password

Confirm Password

First name

Last name

Sign Up

THE LCF ONLINE GRANT APPLICATION

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

ABOUT THE ORGANIZATION

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

1. **Have you applied for Livonia Community Foundation grant in the past? ***
 - a. First time applicant
 - b. Applied previously
2. **When did you last apply?** (Date format: MM/DD/YYYY)
3. **Did you submit a report on your previous LCF Grant?** - Summarizing the outcome for your latest project or program - Was it a success? How did it impact the residents of Livonia? Is it a continuing program? Did you give credit to LCF in your communication about the effort? Check YES or NO -- If NO --- please submit in here or download a copy.
4. **Organization Name ***
5. **Organization Street Address ***
6. **Organization City ***
7. **Organization State ***
8. **Organization Zip Code ***
9. **Organization Website URL ***
10. **Brief introduction of your organization ***
11. **Brief description of your mission ***
12. **Brief history of your organization ***
13. **Provide a list of your organization's Board of Directors or Trustees ***
14. **Statement from IRS confirming your organization's 501(c)(3) status ***

Acceptable file types: pdf, jpg, jpeg, tif
15. **What types of services do you provide? ***
16. **Number of paid part-time staff?**
17. **Number of volunteer staff**

CONTACT INFORMATION

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

- 18. **Primary Contact Name ***
- 19. **Primary Contact Title ***
- 20. **Primary Contact Phone Number ***
- 21. **Primary Contact Email ***

- 22. **Additional Contact Name**
(We recommend you provide an additional contact in case the primary is not available.)
- 23. **Additional Contact Title**
- 24. **Additional Contact Phone Number**
- 25. **Additional Contact Email**

GRANT CATEGORY

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

26. Which category best describes your program? *

- a. Community resources, properties and civic treasures
- b. Arts and other local cultural undertakings
- c. Welfare of the community and the needs of its citizens
- d. Education
- e. Environment
- f. Other

ABOUT THE PROJECT/ PROGRAM

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

27. **Project/Program Title ***

28. **Grant Amount requested ***

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

Generally, the Livonia Community Foundation does not provide grants for administrative or operational activities.

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

(Limit: 1000 words)

30. **How many people will benefit from your program? ***

31. **Do you have a budget document? ***

a. Yes - I'll upload it next

b. No - I'll type it into the form next

32. **Please provide a detailed budget for your proposal**

a. Upload your budget document *

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

33. **Why is the grant needed? What are your goals with this project? ***

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

35. **Please describe how your project or program will directly benefit the Livonia community, estimate of how many Livonia residents will directly benefit from/be served by your program or project?**

FINANCIAL STATEMENT

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

36. Financial Statement from the most recent year available.

(Please indicate whether it is audited or unaudited.) *

- a. Enter the email address of the person providing the supporting document. They will receive an email with a link to upload the document.

UPLOAD ADDITIONAL DOCUMENTS, IMAGES, VIDEOS

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

37. Upload any additional supporting documents

- a. 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.
- b. Consider: budget document, annual report, marketing documents, video, images, etc.
- c. Select up to 5 files to attach.

NEXT STEPS IF GRANT IS APPROVED

If your grant is approved, LCF will have a **Grant Presentation Event** where we will recognize your organization and present a check.

As part of this event, we do ask for the following items to allow us to recognize you.

Materials Needed for Grant Presentation

- **Upload your organizations logo ***
 - Acceptable file types: jpg, jpeg, gif.
 - Upload a file - this will be used for Grant Presentations if grant request is approved.
- **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.
- **Do you have a short (< 2 minute) video that introduces your group? Testimonials?**
 - Acceptable file types: mp4.

ADDITIONAL INFORMATION

- 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 15th**. At midnight that day the ability to submit will be locked and grants will no longer be accepted for this cycle.
- 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.
- Any organization that receives a grant from the Livonia Community Foundation is required to submit a final report and summarize the outcome of their project or program the LCF funded. Some items to include: Was it a success? How did it impact the residents of Livonia? Is it a continuing program? Did you give credit to LCF in your communication about the effort?
- 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.

CONTACT US

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

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THANK YOU!

