

INSTRUCTIONS



APPLYING FOR A GRANT ONLINE

www.livoniafoundation.org/grants

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

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 2025 the Livonia Community Foundation provided \$75,562 in grants to nineteen 501(3) organizations in May. Since its inception in 1995 the LCF has provided over \$778,000 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.

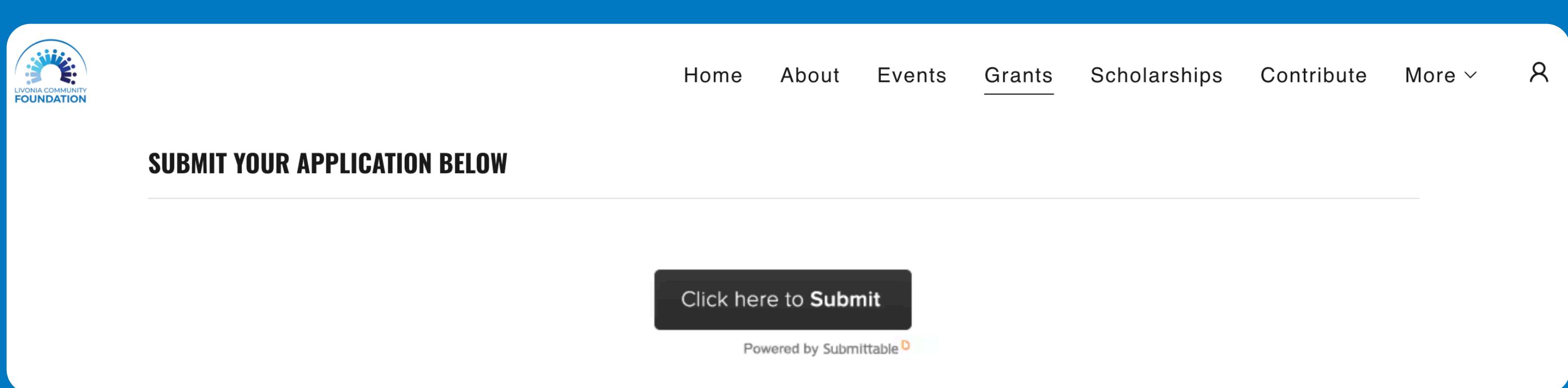


TO START THE PROCESS, GO TO:

www.livoniafoundation.org/grants

Scroll down the page to Submit Your Application Below.

Click Submit Button to start application.



The image shows a screenshot of the Livonia Community Foundation website. At the top, there is a blue header bar with the foundation's logo on the left and a navigation menu on the right. The navigation menu includes links for Home, About, Events, Grants (which is underlined, indicating it is the current page), Scholarships, Contribute, and More. Below the header, there is a white content area with a sub-header "SUBMIT YOUR APPLICATION BELOW". In the center of this area is a dark rectangular button with the text "Click here to Submit". At the bottom of the content area, there is a small note "Powered by Submittable" with a small orange icon next to it.

TO START YOUR APPLICATION

Click the Apply Button



Livonia Community Foundation

Livonia Community Foundation Grant Application Form

More Apply

Ends on January 15, 2020

Livonia Community Foundation f X in envelope Follow

Previe

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**).



The image shows a user interface for account creation. At the top, there are two buttons: 'Sign Up' on the left and 'Sign In' on the right. Below these are five input fields arranged vertically: 'Email', 'Password', 'Confirm Password', 'First name' (in a larger input field), and 'Last name' (in a smaller input field to the right of the first). At the bottom is a large, prominent blue 'Sign Up' button.



LIVONIA
COMMUNITY
FOUNDATION

THE LCF ONLINE GRANT APPLICATION

ABOUT THE ORGANIZATION

501c3 Requirement

*Required

1. Have you been granted exemption from Federal Income Tax under Section 501c3 of the Internal Revenue Code?*
 - a. If yes, we ask you to upload below.
 - b. If no, unfortunately you are not qualified for this grant.
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

Date: OCT 7 1997

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

DEPARTMENT OF THE TREASURY

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. Adley Bullard
District Director

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

Date:

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

DEPARTMENT OF THE TREASURY

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

ABOUT THE ORGANIZATION

*Required

- 1. Have you applied for a Livonia Community Foundation grant before?***
 - a. First Time Applicant
 - b. Applied Previously
- 2. Did you submit a report on your 2025 LCF grant?***
 - a. If no, it must be uploaded.
- 3. Name of your Organization***
- 4. Organization Address***
- 5. Organization Website URL**
- 6. Brief description of your organization.***
- 7. What specific types of programs does your organization provide?***
- 8. Brief description of how your organization presently serves the Livonia community.***
- 9. Please provide a list of your organization's Board of Directors or Trustees.***
 - a. Upload a list
 - b. Complete Online
- 10. Number of paid full-time staff.***
- 11. Number of paid part-time staff.***
- 12. Number of volunteer staff (not including Board of Directors or Trustees).***

CONTACT INFO

*Required

- 1. Primary Contact Name***
- 2. Primary Contact's Role within Your Organization***
- 3. Primary Contact Phone Number***
- 4. Primary Contact Email***
- 5. Additional Contact Name & Title**
- 6. Additional Contact Phone Number**
- 7. Additional Contact Email**

ABOUT THE PROJECT/ PROGRAM

*Required

- 1. 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
- 2. Name of your Project or Program***
- 3. Amount Requested for this Grant***
- 4. Is your organization willing to be considered for an LCF matching grant?**
- 5. Have you considered partnering with other organizations for this program or project?**
- 6. 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?

BUDGET & FINANCIAL STATEMENTS

*Required

- 1. 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
- 2. Please upload your organization's most recent financial statements.**
- 3. Are your financial statements audited or unaudited?***
 - a. Unaudited
 - b. Audited > Upload the Management Letter for your Audited Financial Statements

GOALS, LOGO, ADDITIONAL DOCUMENTS & MEDIA

*Required

- 1. How will you determine if your project or program has met its goals or objectives?***
- 2. You are encouraged to upload additional documents or media that support your grant application.** (Upload up to 3 files, such as supporting materials could be organization budgets, annual reports, marketing documents, videos, images, etc.)
- 3. Your Organization's Logo***
- 4. Upload images/photos depicting your organization providing the type of program or service for which you are requesting a grant.**
(Encouraged but not required)
- 5. Upload a short video (2 mins or less) introducing your organization and the work it does.** (Encouraged but not required)
- 6. Provide the email address of the individual submitting this form on behalf of your organization.***
- 7. Date of Submission.***

NEXT STEPS IF 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 do ask a representative attend the event and for the following items to allow us to recognize you.

You are encouraged to upload additional documents or media that support your grant application.

- **Upload your organization's logo ***
 - Acceptable file types: jpg, jpeg, gif.
 - Upload a file - this will be used for Grant Presentations if grant request is approved.
- **Upload photo(s) of the type of program or of your organization providing services (if available).**
 - Acceptable file types: jpg, jpeg.
- **Upload a short (< 2 minute) video that introduces your group? Testimonials? (If available).**
 - Acceptable file types: mp4.

*Required

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.
- If you received a grant last year, you must **submit a final report** and summarize the outcome of the project or program that 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:

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](tel:(734)718-4821)

www.livoniafoundation.org





THANK YOU!



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