THE Laura Moore Cunningham FOUNDATION

APPLICATION PLANNING SHEET

Updated 2/2021

THIS IS NOT THE APPLICATION. THIS IS FOR PLANNING PURPOSES <u>ONLY.</u>

ONLINE APPLICATION SUBMISSION

All applications must be submitted using the online submission platform Submittable. A link to the application is on our website at www.lauramoorecunningham.org/grants. Application opens March 1, 2021 at 8:00 a.m. and closes May 1, 2021 at 5:00 p.m. Please note this is a SATURDAY – plan accordingly (the earlier you submit, the better).

Each applicant needs to set up an account through Submittable (www.submittable.com). When you set up the account, please keep in mind that later in the year you will need to access your application in order to submit a grant report which will be linked to the original application. We recommend that you use an email of the organization that will continue to be accessible. Please make note of the email and password used to access Submittable so that you can access your account in the future. While we have access to the application, we do not have access to your login credentials and cannot provide those to you when it comes time to submit the report. Additionally, we send reminders and occasionally ask questions through the Submittable platform to get more information when we are reviewing applications.

Technical assistance is available through Submittable and by emailing us at lmcf_idaho@msn.com. Due to the high volume of help requests in the past just prior to the deadline, we will not provide technical assistance after 5:00 p.m. April 23, 2021. We encourage you to submit your applications early. We have also had people try to submit at the literally very last minute and the application didn't go through in time. We cannot help you with this. Please submit early.

CONTENTS OF APPLICATION

The following information will be requested within the application. Hopefully this will help you prepare the materials. <u>You can save your application in Submittable and go back and make changes before you submit.</u> You can also save a pdf file of your application to keep a hard copy or to have a copy within your organization's computer file system. We have developed this application with efficiency in mind. We have many open ended questions for which we hope you may be able to use materials you have already developed in your fundraising and programming operations.

Name of Organization:

Contact Person:

Director/Chief Executive Officer:

Phone Number:

Email:

Mailing Address:

Organization Website:

Tax I.D. #:

Services Offered by Organization

> Please provide a very short description of the general services provided by your organization (5 words maximum). I.e.: After school programming, K-6 education, Hospital, Snow sports education, etc.

Category

> Pick the label that best describes which category of services your organization provides: Arts/Culture, Education, Health/Hospitals, Environment, Social Services, Recreation, or Animals.

Key Leaders

> Please provide a list of the leaders of your organization, describe their responsibilities, and provide their contact information. Indicate whether they are staff or volunteers. This list should include all members of the board of directors.

Total Annual Budget of Organization: $_____

Organizational Budget Summary

Please provide a breakdown of your annual organizational budget. This has been left open ended intentionally so that you may use an existing budget or summary you have. Please include a detailed breakdown of costs including but not limited to wages, facilities expense, utilities, supplies, program expenses (broken down by program if you have multiple distinct programs), and fundraising expenses. Income should also be broken down, for instance private grants, corporate sponsorships, federal/state grants, taxing district income, program income (user fees, etc.), fundraisers/events, etc. There is an option to upload an existing budget document to provide this information.

Organizational Balance Sheet Summary

Please provide a summary balance sheet. This should be a "snapshot" of your organization's financial situation (all liabilities and assets) on a given day. Again this is open ended intentionally to allow you to reuse materials prepared for your board or another grant. Please indicate if any assets are restricted (i.e.: for a building project or capital campaign). At the end of this balance sheet, please also include the total assets and liabilities for the year previous. If there is a substantial difference (greater than 10% one year to the next), please explain why. There is an option to upload an existing document to provide this information.

The difference between an organizational budget and a balance sheet is that a budget shows the cost of running the organization throughout the year, and shows income and expenses. Whereas, a balance sheet shows all of the assets and liabilities. Without these two different views, we cannot judge the financial health of your organization.

Prior LMCF Funding

Please list all previous known grants from LMCF. Please be sure you have submitted all prior grant reports.

Purpose of Grant

This is essentially a title for your project, i.e.: "Homeless shelter kitchen remodel," "Library children's room expansion," "MRI machine," etc. You will have the chance to describe it in detail below in the grant narrative. Please limit to about 5 words.

Community Served by Project

This may be different than organization location or service area. It is only the area served by the project. This can be a city, list of cities, school district, county, list of counties, etc.

Community Type

Please choose the type of community served by the project in this proposal: urban/suburban, rural, or both. There is no right answer. We would like to have this data for tracking purposes.

If you choose "urban/suburban", it will prompt you to choose your urban area from the following: Treasure Valley, Twin Falls, Coeur d'Alene, Idaho Falls, Pocatello, or Other.

Idaho Region

Please choose the region of Idaho the project benefits:

North Idaho: Idaho, Nez Perce, Lewis, Clearwater, Latah, Benewah, Shoshone, Kootenai, Bonner and Boundary Counties

South Central Idaho: Adams, Valley, Lemhi, Washington, Payette, Gem, Boise, Custer, Canyon, Ada, Elmore, Owyhee, Camas, Blaine, Gooding, Lincoln, Minidoka, Jerome, Twin Falls and Cassia Counties

Eastern Idaho: Butte, Clark, Fremont, Jefferson, Madison, Teton, Bingham, Bonneville, Power, Bannock, Caribou, Oneida, Franklin and Bear Lake Counties

Amount Requested from LMCF: $_____

Detailed Project Budget

Please provide the detailed cost of entire project, and break out the portion requested of LMCF (i.e.: entire renovation is $40,000 with detailed list of all costs, and we are asking Foundation for $5,800 for kitchen appliances with quotes for appliance costs). Break down expenses by type if not all for one type (i.e..: staff/wages, construction, supplies, etc.).

Other Sources of Funding for this Project

Please indicate whether funds are already received, committed pledges, pending, etc. If none, please indicate that.

Key Project People

Please identify the people responsible for this project and explain what relevant skills and experience they have to get this project done.

Grant Proposal Narrative

Describe the project (1500 word limit). Again, this is an open-ended question so that you may use existing materials. Be sure to:

1. Explain the need;

2. Identify the population served (who, how many, why, where); and

3. Describe how the project is designed to meet that need, the desired outcomes of the project, and provide a timeline for completion.

Proof of Organization's Tax Exempt Status

Most recent financial statements

If you have audited financials, include your latest. If you do not, include your last full year's income and liability statement which will give us a complete view of all sources of income and all expenses for an entire year. If your audited financials are somewhat out of date, you may also include your current year's unaudited financials. If you are a brand new organization, provide a detailed budget projection with a description of how you arrived at those numbers. All submissions shall include detailed administrative and fundraising costs.

The purpose of providing financials is for us to get the "big picture" of your organization's finances. Please let that be your guide. For small organizations (less than $50,000 in expenses per year) these may be similar to your summaries above, but for large organizations, they should provide a more complete picture than the summaries requested above.

If your organization's financials are too cumbersome, but are available online (like a school district), you have the option to upload a link.

AGAIN, this is NOT AN APPLICATION, merely a planning sheet. All applications must be submitted through the online platform which you can link through from our website at www.lauramoorecunningham.org/grants which will open March 1, 2021 and close May 3, 2021.