

CHILDREN'S LEGACY FOUNDATION NETWORK

GRANT APPLICATION GUIDELINES

Guidelines

- Grant requests range in size but must not exceed \$5,000.
- Funds are only given to 501(c)3 organizations whose mission and activities are directly related to protecting and promoting the welfare of children in Lane County.
- Projects that directly impact children or address their immediate needs are generally more successful than requests for professional development, services for parents, etc.
- Please do not exceed the pages below, or recreate this form in your own version, unless absolutely necessary.
- Grant requests may only be submitted once per calendar year. Organizations may apply for funding every 12 months.
- Select organizations are invited to make a 5-minute presentation before the Board. Meetings occur on the second Wednesday of each month. Presentations are crucial for Board members to increase awareness and appreciation for an organization's mission, even if their proposals aren't ultimately funded. Further, this allows Board members a chance to recognize another way the CLF Network may be able to support an organization.
- You will be invited to present at a meeting following the receipt of your proposal. Please submit your proposal as far in advance as you're able to ensure adequate time to present to the Board.

Required Materials

- A completed grant application
- Proof of 501(c)3 status via IRS tax-exempt determination letter
- A budget with income/expenses for the current and/or most recent fiscal year
- A project budget, if the request is for a specific project

We do not fund:

- Organizations not classified with 501(c)3 status
- Costs of fundraising events, such as dinners, golf tournaments, etc.
- Grants that would be used, in any way, to teach or promote any religious belief
- Political candidates, parties, campaigns, or causes
- Activities outside of Lane County

Deadlines and How to Submit

- Proposals should be emailed to the First Vice President at firstvpe@clfnetwork.org. You may scan and email additional material if you wish; otherwise, we will request additional material at our Board meetings.

Deadline to submit	with decisions made in
April 30th	June
October 31st	December

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GRANT APPLICATION

Contact Information

Organization	<input type="text"/>	Date of request	<input type="text"/>
Contact Name	<input type="text"/>	Title	<input type="text"/>
Email	<input type="text"/>	Website	<input type="text"/>
Phone	<input type="text"/>	Mailing Address	<input type="text"/>
501(c)3 EIN	<input type="text"/>	Amount of funding requested	<input type="text"/>

Briefly describe your organization's mission, history, and primary activities.

Please describe your need for funding. For general support, describe your services to children in greater detail. For project support, please describe the project, including community need addressed, goals, and plans for evaluation.

Describe the use of requested funds as specifically as possible. Provide an estimated number of children directly served if funds are granted.

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GRANT APPLICATION *cont.*

Please describe your other sources of support. If the CLF Network is unable to fund your request, are there plans in place to make your organization or project sustainable?

Have you received funding or staffing from the CLF Network before? Please describe.

What recognition or benefits are you able to provide for the CLF Network?

Are you able to provide volunteers for CLF Network projects? Whom should we contact?