

Lafayette Oxford
Foundation for Tomorrow
LOFT

"Supporting Communities in Lafayette County"

An Affiliate of CREATE Foundation

GRANT APPLICATION

Post Office Box 3041

Oxford, Mississippi 38655

(662) 801-4991

Grant Proposal Guidelines

The Lafayette Oxford Foundation for Tomorrow (LOFT) is a non-profit, charitable organization, operating as an affiliate of CREATE Foundation (Tupelo, Mississippi). Its purpose is to improve the quality of life for people in Lafayette County. The local Board of Directors manages the grant making process by receiving and evaluating grant applications and making recommendations to the CREATE board for final approval.

LOFT will only consider support for programs that serve Lafayette County communities. The following policies govern the award of grant support from LOFT.

1. LOFT considers grant applications only from non-profit, tax-exempt organizations providing services to the Lafayette County area.
2. LOFT considers requests for funding of startup projects and/or projects that show expansion of programs/services.
3. LOFT typically does not provide funding for salaries, building projects, or continuing operational support to sustain programs or projects.

Application Procedure

The LOFT Board of Directors meets to consider grant awards. After board consideration of all grants, you will be notified of the grant proposal decision. If you are unsure about your proposal idea or if you have questions concerning any portion of this grant application, please feel free to contact a member of the LOFT Board of Directors.

If your application is received after the deadline, the application will be returned to you. You may then apply during the next grant cycle. Proposals must be received at the LOFT office no later than 5:00 p.m. on the deadline date. Proposals sent by fax will not be considered. If any of these dates fall on a weekend or holiday, the deadline will be 5:00 p.m. on the first working day following the published deadline.

The Lafayette Oxford Foundation for Tomorrow Grant Application Checklist

Eligibility Documentation

To receive a LOFT grant, you must be one of the organizations described below or have fiscal sponsorship from one of those listed.

- **Nonprofit Applicant:** A copy of your organization's or your fiscal sponsor's federal IRS 501(c) (3) ruling letter.
- **Public School:** Letter from school principal or superintendent agreeing to accept funds.
- **Town/City or Government Agency:** A letter from the agency's leader agreeing to accept funds.
- **Fiscal Sponsor:** If the fiscal sponsor is a 501(c)(3), please include the sponsor's IRS 501(c)(3) ruling letter and a letter agreeing to accept funds on behalf of your project. If the sponsor is a public school or a town/city or government agency, please include a letter agreeing to accept funds on behalf of your project.

When presenting your grant proposal, please submit the following:

_____ Cover Letter - A letter authorizing submission of the grant request signed by the chief executive officer or president of your organization.

_____ Cover Information - Use form#1 included in this packet.

_____ Organization Profile - Use form #2 included in this packet to provide a brief description of your organization. Please include:

- mission statement
- service area
- year organization was founded
- list of current officers and board of directors
- copy of official 501 (c) (3) status

Important: Your application will be incomplete without all the above listed items.

_____ Budget Proposal-Use form #3 provided to itemize the budget for your project. Please be specific. List funds firmly committed to the project from other organizations. Include letters of commitment from those organizations.

_____ Project Description - Provide a full description of your project by completing the Project Description section of the application (form #4). Carefully complete all categories.

_____ Copies - Enclose a total of seven (7) copies of the grant proposal. Without these required copies, your application will be considered incomplete.

Evaluation Requirements: If your organization is awarded a grant from LOFT, you will be required to complete and submit LOFT evaluation forms as stipulated in our award letter to you.

Cover Information (Form #1)

Date: _____ Due Date: _____

Applicant Agency: _____

Address: _____

Town: _____ Zip: _____

County: _____

Phone: _____ Fax: _____

Contact person for this project: _____

Project Title: _____

Date Project is to Begin: _____

Date Project is to End (if applicable): _____

Total Budget of Project: _____

Amount Requested from LOFT: _____

Project Summary

Please use the space below to give a brief description and overview of your project. Please keep the project summary limited to the space below. You will have more space later in the Project Description for a more detailed report.

ORGANIZATION PROFILE (Form #2)

Please present a profile of your organization by providing the following information.

In the space provided, write your mission statement.

Describe the service area of your organization. _____

In what year was your organization founded. _____

Attach the following documents to this page:

- list of current officers and board of directors
- copy of official 501(c)3 status

Budget Proposal - Sources and Uses of Funds (Form #3)

The budget proposal should include items to be purchased or reimbursed for the project. **Include letters of commitment from the contributing organizations.** If you need more space or feel explanation is needed for certain budget items, please attach such information to this page by a paper clip. Please do not staple.

Budget Item	Funds Requested from LOFT	Funds to be Contributed by your organization	Amount of funds from other sources	Organizations Contributing other funds	Total funds
Total					

In-Kind Contributions Please list In-kind contributions for your project that you would like to acknowledge.

PROJECT DESCRIPTION (Form #4)

Note: This application is submitted for the _____ deadline.

1. Present an overview of concept/function/benefit of project.

2. List the specific, clearly identified and measurable goals/objectives of the project.

3. Explain how the projected outcomes/results will be measured and evaluated.

4. Tell whom you are serving and where they are from.

5. Explain your organization's plan for maintaining records/data/information for your evaluation of the project and for evaluation by LOFT. Include copies of your record keeping system and evaluation plan.

6. Explain how your organization is now funded.
