

Lahontan Community Foundation Grant Guidelines 2007

Our Mission...

Working together to improve the environment and quality of life within the Truckee-North Tahoe community.

Areas of Interest...

Lahontan Community Foundation is broad-based in its funding interests. We fund in the following areas of interest:

- Arts and Culture
- Civic and Public Benefit
- Education
- Environment, Conservation, & Animal Welfare
- Health and Human Services
- Recreation
- Youth Development

Limitations...

Geographic - Grants are awarded to organizations located in or directly serving the geographic areas of Donner Summit, Truckee, Squaw Valley, and the west and north shores of Lake Tahoe in California. LCF also funds in the communities of Crystal Bay and Incline Village, Nevada.

LCF does not make grants from its unrestricted funds for the following:

- Direct religious activities.
- Political activism such as lobbying, legislative activities, or legal action.
- Organizations that discriminate based on race, color, creed, age, sex, sexual orientation, or national origin.

All proposals must...

- show community support.
- not supplant funds or duplicate services.
- include the projected number of people to be served.
- *If applicable, have a plan for sustainability.*

Review Process...

Applications must be submitted to the Truckee Tahoe Community Foundation's office at 11071 Donner Pass Road by 5:00pm on Friday, March 2, 2007. Lahontan Community Foundation's grants committee will review proposals. There will be no site visits or meetings with the committee, but you will be contacted if the committee has questions about your proposal.

Lahontan Community Foundation's Board will make final decisions on the grants committee's recommendations and then you will be notified by email whether or not your proposal has been funded. All projects funded by LCF will be required to submit a final report no later than April 1, 2007.

Acknowledgment...

Lahontan Community Foundation wants to increase its visibility within the region. Organizations receiving grants are expected to acknowledge LCF through articles in local newspapers and the grantee's publications.

How to Apply...

All proposals must include:

- LCF cover sheet
- 2 page narrative
- 1 page program budget
- Supporting materials

Completing the Narrative...

The narrative should not exceed two pages and respond to the following:

1. **Who are you?** Describe the purpose of your organization and community served.
2. **What is the issue?** Explain the situation – opportunity, problem, issue, need, etc. – that your proposal addresses. How was the focus determined and who was involved in the decision-making process?
3. **What do you want to do?** (Otherwise known as goals, objectives, and methods.) Describe the specific activities for which you seek funding and who will carry out the activities. Tell us your overall goal(s), steps you will take to meet your goal(s), and the time line in which this will take place.
4. **How will you sustain your project?** If applicable, explain how you will continue to support this project in the future.
5. **How will you know if you are successful?** (Also known as outcome and evaluation.) Explain how the proposed activities will benefit the community and how you will know the community benefited. Be as clear as you can about the result(s) you expect to achieve.
6. **How will you publicize this grant?** Please explain how you will tell your supporters and the general public about this grant and what it enables your organization to accomplish.

Developing a Budget...

To help us understand your project, please include a budget that tells us:

- The total cost of the project.
- Detailed line items.
- The amount of funds requested from us and the specific uses of those funds.
- Other sources of funding. Indicate whether funding is requested, pending, or committed.

Supporting Materials...

In order for us to evaluate your proposal, please make sure to include one copy of:

- Evidence of your tax-exempt status, if applicable.
- Copy of your most recent annual financial statement, audited if possible.
- Annual agency budget. Please identify which funding sources are on going.
- Year to date financial statement.
- A list of your Board of Directors, including addresses and phone numbers.
- A recent publication or brochure that describes the organization, current programs, activities and accomplishments.

Contact Us...

We are happy to discuss guidelines, the application procedure, and/or your program idea prior to proposal submission. Please call Phebe Bell at (530) 587-1776 or email her at phebe@ttcf.net if you would like assistance.

Submitting Your Proposal...

Submit an original and six three-hole punched copies of your cover sheet, narrative, and project budget. Submit one set of supporting materials. You may submit by mail or by delivery to:

Mail complete packets to:

TTCF
P.O. Box 366
Truckee, CA 96160

Hand deliver packets to:

11071 Donner Pass Road
Truckee, CA
(office hours are 9:00 – 5:00)

Call for help or information:

(530) 587-1776

Email us for help or information: phebe@ttcf.net

Cover Sheet

Organization Name: _____

Mailing Address: _____

Physical Address: _____

Business Phone: _____ Fax: _____ E-mail: _____

Executive Director: _____ Organization Operating Budget: \$ _____

Contact Person: _____ Contact Phone: _____

Date Organization Founded: _____ Federal I.D. #: _____

Tax Status: 501(c)(3) Government Agency other (explain) _____

PROPOSED USE OF GRANT FUNDS

Project Title: _____

Total cost of Project: \$ _____ Amount of Funds Requested: \$ _____

new or existing project _____ Geographic Area Served: _____

Do you have licenses or permits necessary for your agency and this project? yes no not applicable _____

Project purpose:

Signature: _____ Name (type or print): _____

Title: _____ Date: _____