

Evaluating a Grant Request

1. Background and Experience

Has the applicant run similar programs, budgets, and/or focus? Does their previous experience set them up for success?

2. Partners

Is the nonprofit collaborating with other partners (other nonprofit, an academic institution, a government entity, or grant maker)? Are partners experienced in this type of program? Are they subject matter experts or invested in the target community? What specific roles will the partners play?

3. Description

Applicant should provide a few sentences of high-level goals. The applications should include a description of how the program will be executed, the desired outcome, and the different phases, if a large project, involved in implementing and running the program. Funding phases may be an option.

4. Program Timeline

The proposal should include a general timeline of when the various parts of the program will be delivered. This timeline should serve to monitor the progress of the grant and ensure it's on track to hit various milestones.

5. Measurement and Sustainability Plan

Have a plan to monitor and measure the program outcomes. Has the organization identified continued funding and/or an ability to self-sustain the program after the grant? Is the nonprofit thinking about what happens after this grant? Or is this a one-time funding application?

6. Detailed Budget

Does the proposal include a detailed line-item budget? Does the line-item budget include reasonable expenses?

7. Alignment to LCBF Goals/Committees

Does the application meet LCBF areas or initiatives that are core to our organization's goals: library, public safety, parks, recreation, beautification?

LCBF Grant Subcommittee to Full LCBF Committee Process

Subcommittee shall meet quarterly to review funding opportunities or requests. If no opportunities are presented or requested, quarterly meeting is cancelled. If the subcommittee identifies and approves a grant request that meets the above evaluations and is \$5000 or less, then the subcommittee can apply without calling the full committee together to approve submittal. The full committee must meet if the application is above \$5000.

The subcommittee can also meet as needed to evaluate a last-minute request for application, following the same parameters for the quarterly review process.

Full LCBF Grant Opportunities

Each of the city commissions represented at the LCBF should provide a top 5-10 projects at least once a calendar year, preferably in December for a January meeting agenda. The various committees could also be assigned a month to submit and have the list on the following month's LCBF agenda for review.

Each commission's list should be prioritized, include a dollar amount, a brief description, and dates if a time frame for delivery is associated with the program or project. If a known grant or funding source exists that information should be included (website, deadline, contact, etc.)

LCBF will place each commission's list on an agenda to review, prioritize, work to identify resources to apply on behalf of the project or program over the calendar year.

Once this amalgamated list is approved by the full LCBF committee, then the subcommittee has clarity to move forward on application deadlines through the year potentially without the need for a full committee approval meeting.