



APPLYING TO CLINTON COUNTY FOUNDATION'S LEGACY FUND

*Strengthening your Letter of Intent
and Full Proposal*

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RaisingAwarenessRaisingFunds.com



First, a little about me

I've been working in fundraising for over 20 years.

I started Raising Awareness, Raising Awareness, LLC 10 years ago.

I've presented nationally at the 2013, 2018, 2019, and 2020 GPA conferences.

I earned my GPC in 2016 and my CFRE in 2019.

I was AFP Chapter President in 2017, and on the board 2012-19.

I was GPA chapter President in 2012, and remain an active member.

I hold bachelor's degrees in both Journalism and Theatre from USF, Tampa.



The Letter of Intent

- Also known as a Letter of Inquiry, LOI.
- Read and understand the mission and make sure you are aligned: health, welfare, safety of Clinton County
 - Are you eligible? See Eligibility Requirements.

Eligibility Requirements*

View the detailed criteria here:

Grants are restricted to Clinton County organizations

- You must qualify as one of the following entities to be eligible to apply:
 - Nonprofit or community organizations holding a current **tax-exempt status under Section 501(c)(3)** of the Internal Revenue Code
 - Have a fiscal sponsor if you are **NOT** a 501 (c) (3)
 - Recognized governmental entities including state, county, or city agencies such as health departments
 - Educational facilities, such as K-12 public, private, or charter schools or school districts and higher education institutions

I have read, understand and meet the listed eligibility requirements.

Choices

Yes

No



The Letter of Intent

- 501c3 status and fiscal sponsors.
- If your LOI is accepted, you may submit a full application.

The Letter of Intent

■ Narrative question:

Community Need: Provide a brief summary of your project and describe the community need it will address. 1700 characters

■ Other questions:

- ⊗ Amount requested
- ⊗ Total Project Budget

- ⊗ Project Start Date
- ⊗ Project End Date*

*Sep. 1 – 18 months max



Project Budget

- Only Total Project Budget \$ amount needed for LOI.
- Full Project Budget detail needed for full application.
- Your Project Budget tells your story in numbers.
- Do not leave it to the end. Work on it early, before or during your proposal writing.

CLINTON COUNTY GRANT BUDGET

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3	Organization Name		
4	Name of proposed project		
5			
6	GRANT REQUEST AMOUNT		
7			
8			
9	TOTAL PROJECT COST		
10	NUMBER OF RESIDENTS SERVED/COST PER SERVED	NUMBER OF RESIDENTS SERVED	COST PER PERSON SERVED:
11			
12			
13	TOTAL ORGANIZATION BUDGET		
14	Project Period MONTH/YEAR	FROM	TO
15			
16	2019 Income-Expenses	EXPENSES	INCOME
17			
18	2018 Income-Expenses	EXPENSES	INCOME
19			
20	In the past , have you received grant funding from this organization?	YES/NO	Year received:
21			Grant funding amount received:
22			
23	Do you have challenge grant funding?	YES/NO: WHAT ORGANIZATION?	
24			
25	Submission Date MONTH/YEAR		

	A	B	C	D	E	F	G	H	I	J	K	L	M
35	INCOME				BUDGET YEAR ONE								
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37													
38				Note #									
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40	SOURCE				CLINTON COUNTY FOUNDATION REQUEST					OTHER SOURCES			
41	CLINTON COUNTY FOUNDATION REQUEST												
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43	INCOME				BUDGET YEAR ONE								
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48				Note #									
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50	SOURCE				CLINTON COUNTY FOUNDATION REQUEST					OTHER SOURCES			
51	Individual contributions												
52	United Way/other campaigns												
53	Fundraising events/products												
54	Membership dues												
55	Grants												
56	GOVERNMENT GRANTS CONTRACTS												
57	OTHER (SPECIFY)												
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69	<p style="text-align: center;">Please give complete details, attach any pertinent invoices or proposed invoices for your project. Use the assigned note number as a reference in the budget narrative</p>																																																			
70														<p style="text-align: center;">EXPENSES</p>																																						
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EXPENSES

Please give complete details, attach any pertinent invoices or proposed invoices for your project. Use the assigned note number as a reference in the budget narrative

Equipment

Note #

CLINTON COUNTY FOUNDATION REQUEST--All request funding will have a note number

OTHER SOURCES

Supplies

Note #

CLINTON COUNTY FOUNDATION REQUEST--All request funding will have a note number

OTHER SOURCES

	A	B	C	D	E	F	G	H	I	J	K	L	M
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06	PERSONNEL: STIPENDS, WAGES, SALARIES			Note #	CLINTON COUNTY FOUNDATION REQUEST-- All request funding will have a note number					OTHER SOURCES			
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16	CONTRACTUAL			Note #	CLINTON COUNTY FOUNDATION REQUEST--All request funding will have a note number					OTHER SOURCES			
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26	CONSTRUCTION			Note #	CLINTON COUNTY FOUNDATION REQUEST--All request funding will have a note number					OTHER SOURCES			
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178 **PROJECT BUDGET NARRATIVE**
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183 Organization Name

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185 Name of Proposed Project

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187 **Instructions: All request funding will have an assigned note number 1-30. Use the Note number from the income and expenses to describe the item, it's purpose and how it will be used in the project.**
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190 **Note number** **NARRATIVE**
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Full application narrative questions

3000 characters each

- **Summary/Community Need** (what your project will address)
 - **Org fit** (mission, vision, project alignment)
 - **Strategy/feasibility** (how will you accomplish goals?)
- **Impact/ROI** (how project will satisfy your identified community need?), **proforma to support project**
- **Similar orgs?** Partnering, how, why or why not?
- **Evaluation** (how will you evaluate the project's effectiveness?)
- **Sustainability** (project's long-term needs, how will it continue if no future funding?)

Full application attachments, etc.

- Project Budget template/form
- Org Budget: org financial info (990's, balance sheets, etc.)
- Challenge/Match (Y/N)*
- # of Clinton Cty residents served by project*
- Cost per resident*
- Project service area, percentages
- Org health (list of references)
- Partners/collaborators for project

*Questions also asked in Budget



TIMELINE – LEGACY FUND

LOI opens: Feb. 1

LOI due: March 1

Notification: April 15

Full proposal due: June 1

Awards announced: End of August



THANKS FOR YOUR ATTENTION

Questions?

FEEL FREE TO CONTACT ME



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