



North Lufkin Community Small Grants Program



*"To improve the overall quality
of life for children, families, and
individuals in North Lufkin."*

Administered by:



Funded by:





II. Focus Areas

Projects may include activities designed for:



Beautification: projects include community gardening, neighborhood cleanups, and recycling projects that occur in multiple sessions over a period of time.



Youth development: projects teach leadership skills and provide opportunities for young people to contribute to the community. Examples include any variety of activities that include leadership development.



Specialized services: projects designed for elderly, immigrants, substance abusers, veterans, the homeless, and those with disabilities.



Health: projects improve health outcomes, and increase access to healthcare. Examples include walking clubs, exercise initiatives, and assist families to obtain health insurance or care.



Education: improve access to existing educational services, college preparatory courses, college fairs, and/or visits to higher education institutions.



Transportation: projects that include the improvement of access to transportation and infrastructure improvement.



Housing: projects improve living conditions for residents of wards 1 and 2. Examples include house repairs/improvement or demolitions.



Jobs/economic development: projects might include resume building, job fairs, career options and visits to career centers or workplaces.



Recreation: includes physical activities or after-school events for the youth that promote physical fitness and skill/leadership development.



Community safety/policing: includes projects involving an intergenerational mix of participants to decrease or eliminate crime and violence in the community.



III. Non-Fundable Events

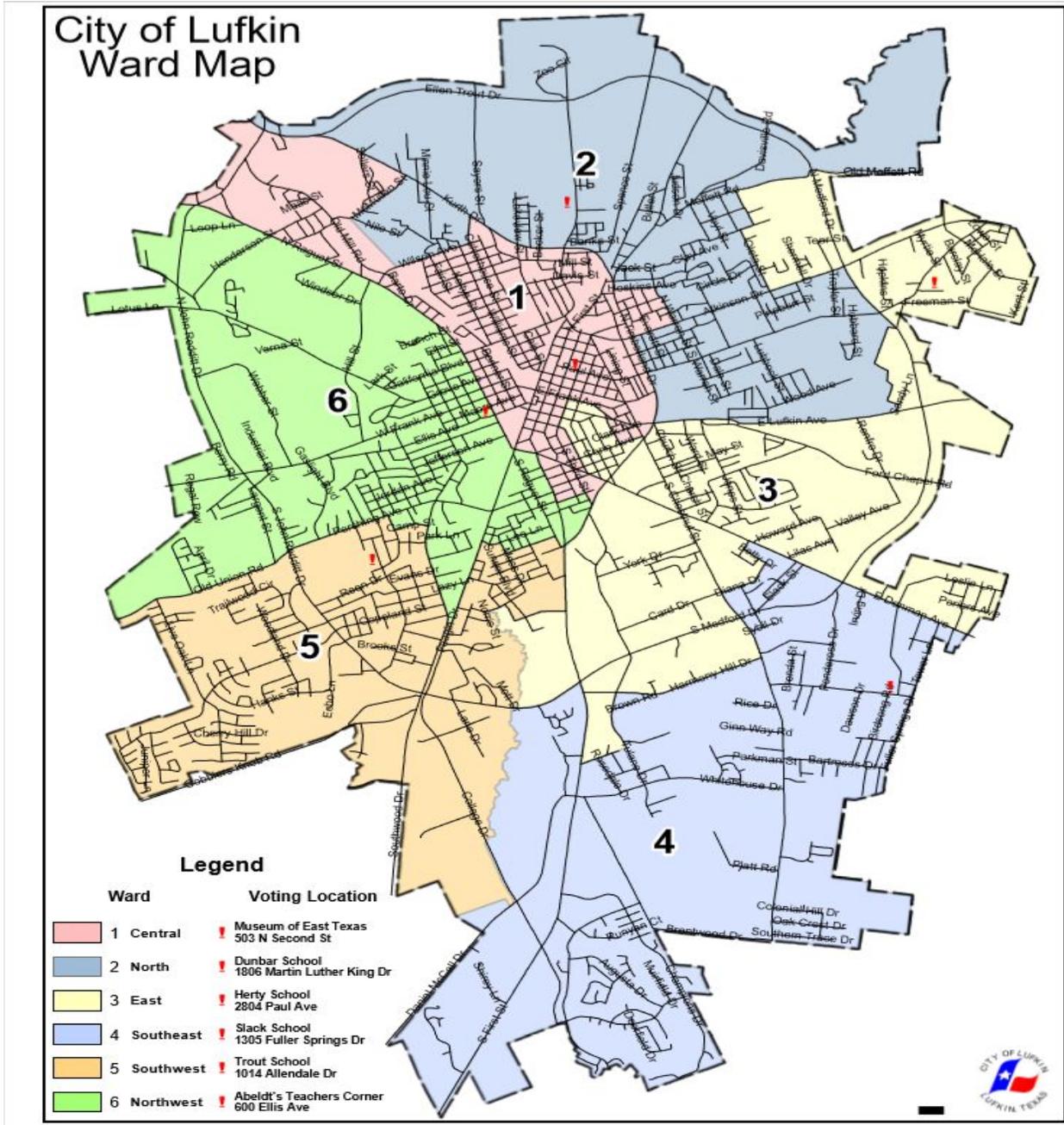
Small grant funds will NOT support:

- Capital campaigns
- Endowment funds
- Lobbying efforts
- Political groups
- Projects or activities carried out for religious purposes
- Fundraising
- Purchase of property (land and buildings)
- Supplanting funds for existing programs
- Paying staff (does not include contract labor)
- Starting new nonprofits



IV. Geographic Areas Served

All grants must be utilized to serve North Lufkin (wards 1 and 2).





V. Important

The North Lufkin Community Small Grant Program, is designed to ensure that residents of North Lufkin have equal and equitable opportunities. Therefore, all projects must take into account the demographics of North Lufkin. Duplication of services is often an issue, so funds granted to North Lufkin projects must be for unique projects that will enhance existing services, and/or connect or fill in “gaps” between existing agencies and/or groups.

VI. Eligibility

Only “groups” are eligible to apply for small grants. Groups must be comprised of two or more residents of wards 1 and/or 2, and a 501(c)(3) or public agency that will act as the fiscally responsible party for the project (the “Sponsoring Organization.”) Groups can be made up of individuals or informal organizations (i.e. neighborhood watch, school club, faith based organizations, or social/civic organizations).

- Grants will not be awarded to individuals.
- Group are not required to have an annual budget, but must adhere to all other guidelines and eligibility requirements in this document.
- The Sponsoring Organization will be in charge of managing the funds for the group. The Sponsoring Organization must have been in operation with an annual budget for three (3) or more years and be in good standing with the IRS.
- Examples of groups that can apply: school groups, youth groups, faith-based organizations, neighborhood clubs, advisory committees, social and civic organizations.
- Organizations or groups may only apply for one grant at a time. If funded, the project must be completed and have submitted a final report prior to being eligible again.
- Within a 12-month period, a group is eligible for a maximum of two grants and a maximum of \$10,000.
- Youth may be part of the Applicant Group.



VII. Grant Guidelines

- Grants will be awarded in amounts from \$500 to \$5,000 and only one grant (maximum \$5,000) will be awarded for any one project
- Grants will only fund projects that meet all eligibility requirements, align with one or more focus areas, and are located in North Lufkin.
- Grantees must stay within their project schedule, timeline, and proposed activity unless otherwise approved by the program.
- Grantees will not use funds to influence the outcome of any public election, to carry out voter registration, to influence any specific legislative issue, or to influence a legislative outcome. Nor will grant funds be used for religious practice or to promote any specific religion or place of worship.
- Grant funds will not be used in any way to pay project leaders or to raise additional funds for an organization.
- Projects must include residents of wards 1 and 2. Grants will not be awarded to groups working “at” or “for” the community, but will be awarded for projects designed to work “with” community residents. Small grant projects should be resident-driven efforts.
- Projects that take residents from the geographical area to outside places (i.e. museums, field trips, educational opportunities) are eligible for funds, but must adhere to all the guidelines and requirements in this document.
- Projects must take place and be completed within six months of the date the grant is awarded.
- Grant applications require a support letter(s) from a representative of the organization or place where the work will be done (if applicable). This could be from:
 - School principal
 - Church Leader
 - City of Lufkin
 - Community center representative
 - 501(c)(3) supporter
- No part of the project may be patented or copyrighted.
- Grantees must return any leftover funds from their grant.
- Grantees must keep documentation for everything they pay out with grant funds and submit a final expense report (included in final report) and must submit a final report on the funded project. A form for this report will be provided. If a final report is not completed within 30 days of the end of the project, that group or organization will be ineligible for another grant until a final report is received.



VIII. Grant Award Process

- Applications are reviewed by a committee composed of the fiscal intermediary agent, the grantor, and community residents. Review committee members will rotate on a periodic basis, and are ineligible to receive a grant while serving on the committee.
- Applicants must participate in a webinar prior to submitting an application. This is to ensure the applicants obtain a basic understanding of the rules and importance of collaborating with community residents and stakeholders.
- Applications will be reviewed by the committee on a monthly basis, and the funding committee will typically make a decision within 15-20 business days of application submission.
- All personal information will be kept confidential. Names of the organizations receiving grants and a brief description of the approved projects will become public information for collaborative purposes and may be posted on the T.L.L. Temple Foundation's website or released to the media.
- Final reports will be collected and summarized by the fiscal intermediary.



“Change will not come if we wait for some other person or some other time. We are the ones we've been waiting for. We are the change that we seek.”

- Barack Obama



IX. Budget Guidelines

- Grant requests can range from \$500 to \$5,000.
- Beautification projects are usually considered for \$2,200 or less.
- One-day events are usually considered for \$1,000 or less.
- Requests for T-shirts, uniforms or attire are considered for \$250 or less (cannot be used to raise money).
- Durable equipment, equipment that lives beyond the life of the project, is not a generally acceptable budget expense.
- Staffing costs are not generally acceptable expenses for the grant program.
- Funds cannot be used to start new nonprofits.
- All expenses should be accounted for on the final expense report.





X. Application

To apply, please click (or copy and paste) the link below.

<http://www.legacyforyouth.org/nlcsqp-grant-application.html>

If a paper application is needed, please feel free to contact our office at:

Legacy Institute for Financial Education

P.O. Box 637

Lufkin, TX 75902

(866)207-7796

info@legacyforyouth.org





“Great things are done by a series of
small things brought together.”

- Vincent Van Gogh

Administered by:



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