Guidelines for Completing the Landfall Foundation Grant Application

The Landfall Foundation Grant Application process is automated. The following information is provided to assist in preparing to complete the application.

Please allow enough time to enter your information. Consider the following important notes.

- Select the category that you wish to apply for, ARTS, EDUCATION, or HEALTH & WELFARE. You may only apply in one category.
- Most questions are marked as required and you will only be able to proceed to the next page when you have completed the required questions.
- Your entries will not be saved until you complete the entire form, clicking “Submit”.
- Once you click on “Submit”, your entries are saved to a spreadsheet on the Landfall Foundation Google Drive. Google checks uploaded files for viruses and encrypts information for security purposes.
- An email will be sent with the completed form for your reference and an option to go back to your form and edit will be provided. However, you will need to click on “Submit” after making editing changes to save them. This will be allowed until the closing date of entries.
- Uploaded files should begin with the first 3 words of your organization. This will assist us in managing your information.

By reviewing the following questions, you will be better prepared to complete the form in a shorter amount of time. With preparation, the application should take approximately 30 minutes.

Questions? Email Karen Rogalski and Linda Harootyan at grants@landfallfoundation.org
Landfall Foundation Grant Application

* Required

Email address *

Organization Name *

Project Title *

Brief overview of the project (additional details requested in part 3). *
Limit 350 characters

Amount Requested: (Not to exceed $7,500) *
Enter as a whole number (example 7500)

Mailing Address *

City *

Zip Code *

Website

Name of key contact *

Title of key contact *

Key contact phone *

Additional contact name

Additional contact email

Category *
Mark only one oval.

- 501(c)(3) for at least 2 years
- Public Schools (New Hanover, Brunswick, or Pender County), go to Part 3
Part 2: Your Organization  501(c)(3) only

Describe your organization’s background, goals, and current programs. * Limit 1000 characters

What impact does your organization have on our community and how do you measure that impact? Include quantitative values or metrics if available. * Limit 1000 characters

Provide your organization’s total revenue for each of the last four years of operation (organizations in operation less than four years, provide those years). *

Upload a list of your Officers and Directors and indicate which, if any, are paid by your organization. If this information is documented in the organization's IRS Form 990 Part VII or Form 990EZ Part IV, upload document. * Files submitted:

Upload your organization's most recent tax form filed with the IRS. For those (a) filing Form 990, include only pages showing Parts I, III, and VII (3 pages) (b) filing Form 990-EZ, include only pages showing Part I, II, III, IV and VI (3 pages) or (c) who do not file a 990 or 990EZ, include a Statement of Financial Position showing net assets and liabilities and a Statement of Activities showing incomes and expenses. * Files submitted:

If your financial statement is not for a full year or the "tax year beginning" on the form is not within two years of the date of submittal of this grant application, please explain below.

Part 3: Project/Program

Further describe the project if you wish to provide additional information over that supplied in Part 1. Limit 1000 characters

Indicate (a) the need for the project, (b) how individual lives will be improved, (c) how many people will benefit, (d) which counties will benefit and (e) how this project will help your organization meet its goals. * Limit 1000 characters

If funds will be used for contracted work or equipment acquisition, will
competitive bids be obtained?

What are the measurable project objectives and timeline? What strategies will you employ to accomplish the objectives and timelines. *

How and when will you evaluate the success of meeting the project objectives? Who will conduct this evaluation? *

How will you recognize the Landfall Foundation for its contribution to your organization? *

Part 4: Financial Information

Upload a detailed project budget for the requested funds. If the funds will be used as part of a larger project, you may also include the budget for the larger project. * Files submitted:

List the names of organizations, both public and private, to which your organization has applied for support for this specific project. Please indicate amount requested and the current status of each request.

Part 5: Reporting Requirements 2018 Grant Recipients Only

If you received a Landfall Foundation Grant in 2018, you must complete a project report online before submitting an application for 2019. The report must be submitted no later than May 15, 2019.

Project Report for 2018 *

Mark only one oval.

- Submitted online
- Did not have a 2018 Grant
Part 6: Agreement

As part of the application process, applicant organization agrees to execute and be bound by the following Agreement. This Agreement is between the Landfall Foundation and organization listed below, herein referred to as "Applicant".

Terms of Agreement * The funds granted by Landfall Foundation to Applicant under this Agreement will be used solely for the purposes set forth by Applicant in this grant application. Any unused portion of the grant funding must be returned by Applicant to the Landfall Foundation two years following the date of the grant. Landfall Foundation reserves the right to review with Applicant the status and finances of the project proposed in this application at any time. Landfall Foundation reserves the right to terminate this grant should the Applicant fail to comply with the terms and conditions of this Agreement. Upon termination, all unused funds provided by Landfall Foundation for this project will be returned. Applicant understands and accepts that Landfall Foundation does not provide feedback on any application and that any application can be denied for any reason including failure to comply with the requirements specified in the application. The terms of this Agreement become binding upon Applicant and Landfall Foundation at such time as Applicant is awarded grant money for this project. Granting of said monies by Landfall Foundation is consideration for this contract. Check all that apply. I hereby certify that all the statements on this application and all the information contained herein are complete and true to the best of my knowledge. I understand that, by accepting Landfall Foundation's grant check, I am agreeing to the foregoing terms and conditions and hereby certify that I am an authorized representative of Applicant with authority to make such acceptance and agreement on the Applicant's behalf.

Date *
Example: December 15, 2018

Applicant's Name *

Organization *

A copy of your responses will be emailed to the address you provided.

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