



LCF Georgia  
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## **LEARN ABOUT LCF GEORGIA GRANTS AND PROCESS**

### **PROGRAMATIC & OPERATIONAL GRANTS INFORMATION**

#### **DECISION MAKING**

1. After an application is submitted, a quality review by our grants administrator is done to ensure all fields have been completed, eligibility is confirmed (org. is a member and has completed pending reviews from other grants) and budgets are appropriate.
2. Quality applications are assigned to ED who makes recommendations based on dollars available, capacity of the organization, strategic priorities, geographical location and potential population served.
3. ED presents recommendations to Grant Making Board Committee including the following:
  1. Name of the organization
  2. Location
  3. Recommended amount

The factors taken into consideration for the recommendation include:

- Area of focus
- Potential for high impact
- Total budget of the organization
- Population served

4. Grantmaking committee makes decisions based on dollars available, strategic priorities, ability to sustain and expand impact, capacity building priorities across the state and key populations in need of support. Grants should not exceed 25% of the budget of the organization unless a pressing and specific situation.

#### **PROCESSING TIMES**

Grant applications go through a quality review to ensure all questions have been answered, budgets make sense and the organization is in good standing. Should questions arise, the Grantmaking Administrator will reach out to the person completing the application via Submittable platform with the information requested.

Quality applications are shared with Executive Director who reviews and approves based on Board Grantmaking Committee decisions. This process takes 2 weeks.

Checks or electronic payments are processed 7 days after decisions are made. Depending on the grant, specific reports and expectations of data collection will be included in the grant description and agreement.



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## TYPES OF GRANTS

### a) Operational Grants

**ELIGIBILITY:** This grant is available to LCF Members in good standing that have completed all pending reports from previous grants.

**WHAT:** Operational support grants from \$1,500 to \$10,000 will be awarded to LCF Georgia member organizations that intend to continue doing COVID-19 relief, navigation and mitigation in 2021 as well as pursuing important organizing and direct service work aligned with LCF Georgia shared legislative agenda and strategic priorities.

**WHERE DOES THE MONEY COMES FROM:** LCF Georgia operational fund and general operation funders. Some dollars may come from capacity building grants.

**HOW TO APPLY:** Members need to fully complete the grant application and provide an operations budget for the year the grant will be used.

**FACTORS FOR CONSIDERATION:** Priority will be given to organizations that meet the following criteria:

- Organizations led by the communities they serve, especially those with mixed status or undocumented.
- Organizations dedicated to serve essential workers (including agricultural, poultry, meat, carpet and hospitality workers)
- Volunteer-based organizations.
- Community organizations with small budgets and limited networks to secure funding.

**FUNDING USE:** Funding can be used to support stipends, general operations, storage, salaries or administration as the organization leaders consider appropriate.

**DEADLINE:** varies

**HOW IS THE GRANT TRACKED?:**

A short report may be required a year after the grant. Please read the terms on specific applications for any such requirement.

### b) Civic Participation and Advocacy Grants

**ELIGIBILITY:** This is a program providing support for member organizations working in coordination with LCF Georgia in one or more of the following efforts:

- Legislative education and advocacy
- General civic participation education (public education advocacy, elections)
- Redistricting (fair nonpartisan maps)
- Census efforts

**WHAT:** Amounts vary depending on budget available but traditionally are between \$2,500 to \$25,000.



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**WHERE DOES THE MONEY COMES FROM:** LCF Georgia Operational fund and Advocacy and Civic Participation Fund

**HOW TO APPLY:** These are invitation-only grants for member organizations that have noted interest in nonpartisan civic participation and advocacy and have participated in meetings with civic participation manager and discussed potential work and have received guidance for developing a civic participation budget and quality control measures. Invited organizations should complete a full application

**FACTORS FOR CONSIDERATION:** Priority will be given to organizations that meet the following criteria:

- Organizations led by the communities they serve, including those with mixed status or undocumented.
- Organizations in key areas with high-density of immigrant and Latinx communities
- Organizations already providing direct programs and services to the community
- Organizations with language capabilities within their staff
- Organizations committing to one or more of the following efforts:
  - Education & Information on civics
  - Advocacy mobilization
  - Organizing local communities
  - Electoral nonpartisan mobilization
  - Elections protection and Know Your Rights

**FUNDING USE:** Funds are given as operational grants restricted to civic participation and advocacy efforts.

**DEADLINE:** rolling

**HOW IS THE GRANT TRACKED?:**

This is a data-drive report. Civic Participation Manager has access to all backend data on field work. Qualitative reports are expected a month after the last civic participation campaign has ended.

Grantmaking administrator will send a report template 3 weeks before the report is due and a reminder a week before the report is due. It is highly recommended numbers and work is tracked throughout the grant cycle to expedite end-of-cycle reporting requirements.

**c) Rapid Response/Emergency Grants**

**ELIGIBILITY:** This is a program support to organizations focused in providing direct relief to vulnerable and low-income communities in need of emergency financial assistance.

Grantees should follow the LCF Georgia priority criteria when making decisions regarding allocating financial assistance dollars in their community.

LCF Georgia priority includes financial assistance recipients should meet 3 out of the 5 following criteria:

- Unable to receive assistance from local, state or federal government due to documentation limitation



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- Is an English Learner (Limited English proficient)
- Have no dependable transportation or unable to drive
- Have at least 1 dependent
- Have limited income or no income (120% of poverty line)

**WHAT:** Amounts vary depending on budget available but traditionally are between \$2,500 to \$30,000.

Grantees should screen all applicants / requests for financial aid and confirm real need via copies of rent agreements, appropriate bills and copies of taxes, income statements or an affidavit that the applicants are under 120% of the poverty level as noted below. Grantees should keep documentation of the screening process.

**WHERE DOES THE MONEY COMES FROM:** LCF Georgia operational fund and disaster / emergency relief dollars raised.

**HOW TO APPLY:** Members need to fully complete the grant application and provide an operations budget for the year the grant will be used.

**FACTORS FOR CONSIDERATION:** Priority will be given to organizations that meet the following criteria:

- Organizations led by the communities they serve, especially those with mixed status or undocumented.
- Organizations dedicated to serve essential workers (including agricultural, poultry, meat, carpet and hospitality workers)
- Volunteer-based organizations.
- Community organizations with experience in emergency relief
- Grants should not exceed 25% of the operational budget of the organization

**FUNDING USE:** Financial assistance grants have a 20% allowance for the implementation of the financial assistance grant. 80% of the grant must be used for direct assistance for the following:

Rent payments  
Utilities payments  
Purchasing of diapers, basic supplies, PPE  
Childcare  
Food  
Medical bills or medicines  
Funerary expenses

**DEADLINE:** rolling

**HOW IS THE GRANT TRACKED?:**

Reports are expected a full year after the grant has been communicated as approved. Grantmaking administrator will send a report template 3 weeks before the report is due and a reminder a week before the report is due.

## **d) Technical Assistance Grants**



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LCF Georgia may provide financial or in-kind support aiming at building and strengthening organizations facing specific challenges. These grants are available on an ad-hoc manner depending on funds available.

## SCHOLARSHIPS & FINANCIAL ASSISTANCE GRANTS

Under these grants; LCF Georgia does not provide funds directly to the applicants but rather the member organizations working with applicants. It is the community groups who administer the funds aligned with the applicant request.

### DECISION MAKING

*Disclosure of any conflict of interest of relationships with Giving Circle Members is the first step in reviewers.*

1. After an application is submitted, a quality review by our grants administrator is done to ensure all fields have been completed, eligibility is confirmed (student is working with a member organization) and all details requested have been provided.
2. Grants Administrator assigns Giving Circle Members and Board Members with a group of BLIND applications (no names are shown) for ranking them in order of “highest recommendation for funding” to “should not be funded”.
3. Giving Circle and Board Members review their group of applicants BLINDLY and rank them in 3 categories “ Highest recommendation for funding”, “Should receive funding” “should not be funded”
4. ED reviews rankings and approves all highest recommendations depending on budget allowance.
5. In the case of a tie, ED will make a decision based on priority criteria

### a) Educational grants / LCF Scholars

**ELIGIBILITY:** This grant is available to all high-school students currently working with LCF Members providing one or more of the following services:

Mentorship programs - GED classes

English as Second Language classes

Technical educational programs aiming at workforce development

Leadership programs

**Students apply for the grant but the funds are disbursed to the member organization already working with the student who then pays for bills, supplies or appropriate expenses.**

**WHAT:** \$1,000 grants to support tuition payments, books, housing, and other educational-related expenses are given to member organizations working with students. A \$250 add-on will be included to every member receiving funding to provide educational grants to students.

**WHERE THE MONEY COMES FROM:** Individual donations from Giving Members and other contributions aimed at increasing educational support.



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**HOW TO APPLY:** Students need to fully complete the application and provide the name of the organization they have been working with and the services or programs received.

**FACTORS FOR CONSIDERATION:** Priority will be given to students that meet the following criteria:

- Could be first generation college students
- Come from a low-income background
- Demonstrate leadership and volunteering efforts within their communities (through church, local groups, within their school, neighborhood or family)
- Have received limited scholarships or financial assistance

**FUNDING USE:** Funding can be use to pay for expenses related to the educational attainment of the student awarded with the grant.

**DEADLINE:** The deadline to complete the applications is September 30th of every year

**HOW IS THE GRANT TRACKED?:**

Reports from students are expected a full year after the grant has been communicated as approved.

Grantmaking administrator will send a report template 3 weeks before the report is due and a reminder a week before the report is due.

**b) Micro-Entrepreneurship Grants**

Similar process as Educational Scholarships but applicants will be individuals already in commercial activity. Business licenses and incorporation are not required.

Individuals apply for grants and funds are disbursed to member organizations working in entrepreneurship, business development and business education.