Legacy Foundation of Southeast Arizona
Promoting Population Health and Community Wellness Throughout Southeast Arizona

Grant Funding Guidelines

Eligibility Requirements

Arizona 501(c)(3) organizations and certain government entities having a clear and evident relation to promoting population health and community wellness in Southeast Arizona.

Organizations must demonstrate a non-discrimination policy regarding staff, employment, governing board and volunteers based on race, color, religion, sex, age, disability, veteran status, national origin or other characteristic protected by law. If requested, organizations must provide evidence of the policy.

The application for each grant cycle is online. If applicants do not have internet access, they are advised to contact local public libraries, which offer free public internet access.

All grants must provide a direct, clear and well-articulated benefit to the health and wellness of Southeast Arizona.

No grants will be made that would impair the Foundation's tax-exempt status or, in the sole discretion of the Board, would cause the Foundation embarrassment.

No grants may be made that will fund political activities or labor organizations. A grant will only be awarded when the application clearly articulates measurable and quantifiable evaluation criteria.

Applicants must be able to document their financial viability, the proposed use of the grant and the history and beneficial effects on the population health and communities to be served. This information may be obtained through an initial Letter of Inquiry and the Formal Grant Application process.

Organizations must be in good standing with the IRS at the time of review. Unless other evidence to the contrary is furnished or discovered by the Foundation, a listing in the current IRS "Exempt Organizations Select Check" internet website directory, shall constitute sufficient documentation to the Foundation of the applicant's tax-exempt status. Organizations uncertain of their eligibility may inquire by sending an e-mail to info@lfsaz.org.

Ongoing status reports will be required to demonstrate the recipient's performance on the grant metrics.

The Foundation reserves the right to apply limitations, restrictions and other forms of controls and rules on any grant.

Update your browser: Google Chrome is the recommended browser. You can download Chrome here: https://support.google.com/chrome/answer/95346?hl=en . If you would prefer to use another browser, please download Mozilla Firefox or update to the current version of this program. You can do that here: https://support.mozilla.org/en-US/kb/update-firefox-latest-version . We do not recommend using Internet Explorer.

Add administrator@grantinterface.com to your contact list to ensure automated messages generated by the online grants system do not end up in spam.

Download the latest version of the grant guidelines and questions on https://lfsaz.org.

What If…

Situation 1: My organization is a **standalone organization:** You may submit one application. You may submit another if, and only if, you are collaborating with another organization.

- o If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.

Situation 2: My organization is a **chapter of a broader organization:** You may submit one application *per chapter*. You may submit another if, and only if, you are collaborating with another organization.

- o If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.
- o If several chapters are applying for the same project, please treat it as a collaborative application.

Situation 3: My organization is a **school district or a school within a district:** You may submit one application *per school.* You may submit another if, and only if, you are collaborating with another organization.

- o If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.
- o If several schools are applying for the same project, please treat it as a collaborative application.
- o A district may apply separately for projects separate from those the schools apply for.

Situation 4: My organization is a **government, a tribal entity, or a university**: You may submit one application *per department.* You may submit another if, and only if, you are collaborating with another organization.

- o If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.
- o If several departments are applying for the same project, please treat it as a collaborative application.
- o A government or tribal agency, or university may apply for projects separate from those the individual departments apply for.

Legacy Foundation of Southeast Arizona General Grant Guidelines

How to Apply Online

Go to the Legacy Foundation of Southeast Arizona's website at https://lfsaz.org. Select Search & Apply for Grants, find the grant cycle you want to apply to. Then select "Click Here for Guidelines & Application".

If your organization has a Legacy Foundation profile:
You will log in with your credentials.

If your organization does not have a registered Legacy Foundation profile:
If your organization needs to be registered, click on Create New Account to create a profile for your organization. Once you are registered, you may begin the application process.

If you get a pop-up saying the EIN is already in use – do not create a new account. Contact barbara.nichols@lfsaz.org or 520-335-6015.

For assistance with technical questions regarding the online registration and application, please contact barbara.nichols@lfsaz.org or 520-335-6015.

Tips for Submitting

First time applicants for a Responsive or Innovative grant must attend a grant workshop.

When setting up your organization's profile, be sure to add a primary contact for all email notifications.

Do not wait until the deadline date to apply.

It is recommended that the application be prepared offline in a text editor such as Microsoft Word to ensure a duplicate exists.

Narrative responses are limited to the maximum word count.

Review applications for spelling and grammar errors.

After submittal, check for an email notification indicating that your application has been submitted.

Pre-Qualifying Questions

The organization profile being used to submit the application has been fully updated to reflect the most current information.

The organization is fully authorized by its board and other applicable partners/collaborators to submit this application.

Does your organization have a complete and visible profile on the Legacy Foundation of Southeast Arizona's grants portal system?

Is your organization a 501(c)(3) organization or government entity that operates with fiscal accountability and responsibility? Religious organizations may apply for funding of non-sectarian programs.

Have you updated your browser? We recommend using Google Chrome or the most updated version of Firefox. Do not use Internet Explorer.

Legacy Foundation of Southeast Arizona requires all applicants to comply with its non-discrimination policy.

I understand my organizations must be in good standing with the IRS at the time of review or else my application(s) will be immediately declined.

How to Get Help

Due to the high volume of calls and inquires as the deadline nears, organizations are encouraged to contact staff well in advance of the deadline with any questions.

If you have questions related to the LOI or application, please contact barbara.nichols@lfsaz.org or 520-335-6015.

Review and Evaluation Process

For Strategic, Innovative, Fast Pitch and Responsive grants, all proposals will be reviewed through an evaluation process and ratified by the Legacy Foundation of Southeast Arizona Board of Directors. The reviewers will be reading the applicants' online profiles on the Legacy Foundation grant portal to obtain information on the organization. Please be sure to update your organization's profile before submitting your proposal.

> Proposals are reviewed and evaluated by staff and by board committee who assess proposal strengths and weaknesses according to evaluation criteria.

> Evaluation criteria consists of a point system awarded for impact on community need, meaningful plan, measurable benefits, plan for sustainability, measurable outcomes, population served, reasonable budget, and whether the project/organization engages in collaboration with other community organizations and/or agencies. See Evaluation Criteria below.

Evaluation Criteria

Proposals will be reviewed and evaluated using the following criteria. Please feel free to use this criteria as a reference when preparing your application.

Scoring values are: (1) poor, (2) fair, (3) good, (4) very good and (5) excellent

- Does the grant application align with the current funding priorities of the Foundation?
- How do you assess the sustainability of the organization?
- How do you assess the sustainability of the project?
- Meaningful Plan: Does the applicant articulate what success looks like and outlines a meaningful plan and time-line to meet their goals?
- Does the project have clear and measurable outcomes? Outcomes are compelling, reasonable, attainable and measurable.
- Will the investment in this organization have a direct and meaningful impact on the community?
- Is the organization collaborating with others to accomplish set goals?
- Has the applicant secured the support for additional necessary funding, if needed?
- Is the budget reasonable and within our guidelines?

Legacy Foundation of Southeast Arizona General Grant Guidelines