



# LONG BEACH LESBIAN & GAY PRIDE, INC.

## 2017 PRIDE GRANTS

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### STATEMENT OF PURPOSE

Long Beach Lesbian & Gay Pride, Inc. (LBlGPP) supports a variety of organizations that work to promote charitable activities, educational programs, and cultural arts in Long Beach and the surrounding communities. Our mission is to engage in and support bridge-building activities that educate, encourage, and celebrate LGBTQ inclusion and pride.

<b>GRANT RANGE</b>	\$250 - \$3,000
<b>APPLICATION DEADLINE</b>	Postmarked by September 22nd, 2017, 5:00 pm
<b>CONTACT PHONE</b>	(562) 987-9191
<b>WEBSITE INFORMATION</b>	<a href="http://www.longbeachpride.com">www.longbeachpride.com</a>

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### FUNDING PRIORITIES

Long Beach Lesbian & Gay Pride, Inc. concentrates funding in, the following areas:

#### **Health and Wellness**

- Prevention and treatment programs that address breast and other cancers, domestic violence, substance abuse, mental health, and suicide, with an emphasis on the lesbian, gay, bisexual, and transgender (LGBTQ) communities.

#### **Educational**

- Materials and training programs that provide accurate and sensitive information about LGBTQ communities in certified educational institutions/ traditional schools.
- Programs that support and/or assist in integrating LGBTQ students into the greater campus environment.

#### **HIV/AIDS & STDs**

- Organizations that provide direct client services, education, and prevention programs that address HIV/AIDS and STDs.

#### **Cultural Arts**

- Fine arts, performing arts, and cultural programs that creatively express and promote visibility, leadership, history, and education about and for the LGBTQ community.
- Cultural arts programs that encourages and celebrates LGBTQ inclusion and pride and that build bridges between communities.

#### **Social and Human Services**

- Educational and social services that assist, foster, and protect LGBTQ individuals and their families with an emphasis on youth, seniors, and the homeless.

#### **Social Justice/Human Rights**

- Programs that advocate for, educate, and assist LGBTQ individuals and their families regarding legal rights and/or protection against discrimination and violence.
- Coalition and alliance building efforts that promote leadership training, visibility, and political awareness.



## LONG BEACH LESBIAN & GAY PRIDE, INC. GUIDELINES & FUNDING PROCESS

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### FUNDING GUIDELINES

**To be considered for a Long Beach Lesbian & Gay Pride, Inc. grant, an applicant must:**

- Be a nonprofit, as determined by the IRS, or provide documentation that the organization is sponsored under a fiscal agent umbrella that has a nonprofit status (see IRS rules for definition of nonprofit and for complete list of designations);
  - Primarily serve the community of Long Beach and/or surrounding areas;
  - Have a history of effort and commitment to reach out to and serve the lesbian, gay, bisexual, and transgender communities; and,
  - If a non-secular organization, show proof that project for which funds are being requested is a secular program.
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**Long Beach Lesbian & Gay Pride, Inc. grants will not fund:**

- Individuals;
  - Fundraising events;
  - Political lobbying, political candidates, or political campaigning;
  - Non-secular activities or programs;
  - Business or profit making ventures;
  - Reimbursement requests or existing debts;
  - Facsimile transmissions of proposals.
  - Projects not in line with the mission statement of LBLGP, Inc.
  - Prior Grantee's who have not completed terms of prior grant and evaluation process.
  - Office Staff Payroll
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**Long Beach Lesbian & Gay Pride, Inc. grants generally do not fund:**

- Travel expenses;
  - Capital improvements on buildings;
  - Organizations operating as a not-for-profit without an IRS nonprofit determination status or an umbrella fiscal agent without such status.
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### Funding Process

- Completed applications received on or prior to deadline shall be reviewed and scored by committee through August of each year.
- Ineligible applicants and incomplete submissions will be notified in writing September of each year.
- Grant agreements outlining the terms of the grant shall be distributed along with the award letters to grantees.
- Upon receipt of the signed grant agreement, monies shall be distributed to grantee and a representative of the grantee will be expected to attend an award presentation at the offices of LBLGP, Inc.
- Grants are to be used only for the expressed purpose described in the grant proposal. **A completion memorandum shall be required by the end of the current year or within 30 days after completion of the project, whichever is later. Failure to submit Completion Memorandum will disqualify your organization for funding in 2017.**



## LONG BEACH LESBIAN & GAY PRIDE, INC. EVALUATION & PUBLICITY

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### **EVALUATION PROCESS**

Please note, all organizations receiving funding from Long Beach Lesbian & Gay Pride, Inc. will be required to submit a completion memorandum describing how the funds were spent (expense documentation such as copies of receipts), how the program succeeded and what were the lessons learned. Completion memorandum will be no longer than 3 pages and must be received by LBLGP, Inc. within 30 days after completion of project; if project is ongoing then prior to the next funding period. **Failure to submit Completion Memorandum will disqualify your organization for funding in 2017.**

- Expense, Income/Alternative Funding documentation
  - How the program succeeded
  - Provide copies of PR, releases, etc. of your event
  - Advise Project/Event DATE or estimated Project Completion DATE
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### **PUBLICITY**

Long Beach Lesbian & Gay Pride, Inc. encourages grant recipients to publicize awards through articles in organization's newsletters, press releases, flyers, electronic media and other announcements. Please contact our office for ideas and information for publicity. Please be aware, Long Beach Lesbian & Gay Pride, Inc. will use grant recipient names, images, and information in all forms in publicity releases.



## LONG BEACH LESBIAN & GAY PRIDE, INC. APPLICATION INSTRUCTIONS

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### ATTACHMENTS

- 1 Copy of IRS letter of determination for non-profit status.
  - If using an umbrella fiscal agent, provide its IRS non-profit determination letter.
  - If using an umbrella fiscal agent, provide a statement of permission from the fiscal agent on the fiscal agent's letterhead.
  - 1 copy of Organizational budget.
  - 1 copy of Organizational Financial Statements (Audited preferred)
  - If requesting funding for a specific project, 5 copies of the project budget.
  - 1 original cover sheet and proposal plus 5 copies
  - Optional attachments include: a paragraph describing key staff, their duties and/or involvement with the project; press releases, brochures and other materials that serve to describe the organization and/or its project.
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### APPLICATION INSTRUCTIONS:

***Including cover sheet, total proposal should not exceed 7 pages. Minimum font size 11 points.***

Provide a copy of the cover sheet and a separate proposal that answers each of the following mandatory questions within the space noted.

1. Completed cover sheet.
2. Describe your specific project or operation to be funded, its mission, history, and long term goals. Advise Project/Event DATE or estimated Project Completion DATE (1 page)
3. Describe the demographics of the population that your organization or project serves. (1/2 page)
4. How is your project in line with the statement of purpose of LBLGP, Inc. Pride Grants? (1/3 page)
5. Describe the specific problem or needs your organization intend to address with this grant. (1/2 page)
6. How does your project best fit one of our Funding Priorities listed on page 1 of this Pride Grant application? (1/2 page)
7. Describe how your organization will address the specific project problem/needs addressed in question (5). (1 page).
8. Is there a duplication of services addressing this problem/service within the community? If so, how does your organization and/or project differ from others? (1/3 page)
9. What other alternate funding sources are you currently pursuing or intend to pursue? (1/3 page)
10. What would be the impact if LBLGP, Inc. does not fund or only partially funds your project? (1/3 page)

**Incomplete applications will not be processed. All materials submitted become property of LBLGP, Inc. Please submit (5) five copies of your application, plus (1) cover letter to:**

Long Beach Lesbian & Gay Pride, Inc.,  
Attn: Grants & Scholarships Committee  
3350 E. 7th St. Long Beach, CA 90804

**Applications Must Be Postmarked by Friday, Sept 22nd, 2017 @ 5:00 pm. Any applications received at or after 5:00 pm will be deemed non-responsive and will not be opened.**

**Applications shall be sealed in an envelope and the outside of the envelope should clearly state LBLGP, Inc. 2017 Pride Grants. If Applications are hand-carried or received prior to 5:00 pm Friday September 22nd, 2017, the proposals will be clocked in and received by LBLGP, Inc., Office.**





**LONG BEACH LESBIAN & GAY PRIDE, INC.  
PROJECT BUDGET SHEET**

**This LBLGP, Inc. grant is not intended to fund your entire project.**

	<b>PROPOSED PROJECT</b> (Current Fiscal Year)	<b>LBLGP, INC. REQUEST</b> (How grant would be used)
<b>EXPENSES</b>		
Salaries	\$ _____	\$ _____
Benefits and Taxes	\$ _____	\$ _____
Professional Fees	\$ _____	\$ _____
Occupancy (rent/mortgage)	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Telephone	\$ _____	\$ _____
Postage/Shipping	\$ _____	\$ _____
Copying/Printing	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Equipment (Specify)	\$ _____	\$ _____
Fundraising/Donations	\$ _____	\$ N/A
Promotion/Publicity	\$ _____	\$ _____
Proceeds from Project	\$ _____	\$ N/A
Other: _____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>Total Expenses</b>	\$ _____	\$ _____
<b>TOTAL REQUEST FROM LBLGP, INC.:</b>		\$ _____



# LONG BEACH LESBIAN & GAY PRIDE, INC.

## 2017 GRANT REQUEST COVER SHEET

Organization Name: \_\_\_\_\_ Date Established: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Site Address: (If different) \_\_\_\_\_

E-mail/Website Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # (Day): \_\_\_\_\_

Title: \_\_\_\_\_ Phone # (Alternate): \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

Best time to be reached by phone: \_\_\_\_\_

Has your organization been determined to be not for profit by the Internal Revenue Service?

Yes, organization's date of Incorporation: \_\_\_\_\_

No - year you first provided services: \_\_\_\_\_ **AND, Fiscal Sponsor's:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

IRS letter of determination attached  Umbrella organization letter of permission attached

Most current fiscal year's Organizational Budget: \_\_\_\_\_

5 copies of Project Budget attached. Total project budget amount: \$ \_\_\_\_\_

Amount of Grant requested (\$250 - \$3,000): \$ \_\_\_\_\_

Purpose of Grant, Summary or Abstract: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Percentage of proposed project serving Long Beach population: \_\_\_\_\_

Percentage serving other population: \_\_\_\_\_. Please describe: \_\_\_\_\_

Funding Priority: select only the most applicable to the proposed project. See page 1 of the application for detailed descriptions (e.g.: Health & Wellness, Educational, HIV/AIDS & STD's, Cultural Arts, Social & Human Services, and Social Justice / Human Rights).

I, the undersigned, certify that the information contained in this cover sheet, The application questionnaire, and all attachments is true to the best of my Knowledge. I further agree to allow LBLGPP, Inc. to use the organizations Name and information in publicity releases

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Print): \_\_\_\_\_ Title: \_\_\_\_\_

**(For Office Use Only)**