2023 BALDWIN LEADERSHIP PROGRAM

Information Sheet

Grant Amount: $5,000

Grant Description

The Baldwin Leadership Program grant opportunity is designed to spark your curiosity for personal growth, leadership development, and deep self-reflection. Ten (10) local leaders will become the Class of 2025 and embark on an extraordinary 18-month guided experience.

The grant award includes $5,000 for your personally designed project, plus a unique timeline built for collective reflection, fun activities, plus much more! Attendance and participation at monthly cohort meetings is required (in-person and/or virtual). Applications are accepted from individuals connected to the work of, but not necessarily employed by, a community benefit organization (CBO).

Virtual Information Meeting – Register at www.lancfound.org/grants

DATE: **March 22, 2023**
TIME: **10:00 – 11:00am**

Eligibility Summary

Eligible applying organizations must meet the following requirements:

- Serve Lancaster County***** residents without discrimination.
- Current 501(c)(3)****** designation from the IRS.
- Registered with the Pennsylvania Bureau of Charitable Organizations unless otherwise exempt per the Institutions of Purely Public Charity Act.
- Complete IRS Form 990 annually.
- Annual audit or a financial review by an independent CPA is within the last 12 months.
- In good standing with all existing awards and contracts with the Lancaster County Community Foundation.
- Provide organizational Non-Discrimination Policy meeting all federal requirements as it applies to your type of organization (FAQs).
- Be aware of the Community Foundation's Anti-Hate policy.

*The John J. Snyder Fund also serves Cumberland County, building must be owned by the CBO
**The Clean Water Fund also grants to municipalities

Application Process

1. Complete Letter of Intent (LOI) in the grant portal by 5/12/23. The LOI provides basic organizational information, and a brief description of your project concept.
2. After Program staff approve the LOI, we will provide access to the grant application through the same portal.
3. Complete the application by the final deadline 5/19/23.
4. Application drafts submitted by 4/21/23 are eligible for staff feedback before final submission.

Grant Timeline

- Application opens: 3/10/23
- Draft applications due for staff feedback (optional): 4/21/23
- LOI Deadline: 5/12/23
- Final applications due: 5/19/23
- Award notifications (yes or no): 7/19/23
- Grant funding period: 7/19/23 to 7/18/2025
- Completion Report due: 7/18/25

FOR INDIVIDUALS SEEKING A FISCAL SPONSOR—

If you aren't employed at a community benefit organization (non-profit organization), we've compiled a checklist of helpful steps to begin the process. Please feel free to contact Fran Rodriguez (frodriguez@lancfound.org) if you have additional questions.

1. **IDENTIFY THE COMMUNITY BENEFIT ORGANIZATION (CBO)**

- Have you worked with them in the past? Schedule a conversation with the CEO/Executive Director regarding the Baldwin Leadership Program. It may be helpful to share a link to the 2023 Grant & Opportunities Guide.

    o During your meeting, let them know of your interest and if you may apply through their organization. Be prepared to share your project idea AND the LOI/final application deadline.

    o Ask if there is someone at the organization who will be your contact person before AND throughout the Baldwin Leadership's 18-month timeline (if you receive the award).

    o Confirm if the CEO/ED will give you access to their grant portal profile, OR if the contact person will enter the application on your behalf.

    o Let them know the Community Foundation pays fiscal sponsors an $250 administrative fee for their willingness to serve in this capacity.

2. **PREPARING THE GRANT APPLICATION**

- Once you've received a yes from the CEO/ED—

    o Schedule a time with the CBO contact person assigned to help you. Be prepared to talk about your project idea. Ask for their preferred way to communicate with you (email, text, etc.), especially during the application process.

    o Share our link: www.lancfound.org/grants, so they can access the 2023 Grant & Opportunities Guide.

    o Discuss the grant timeline.

- The Letter of Intent (LOI) and grant application are now available in MS Word format. This will help with starting your draft application and sharing details with the CBO contact person.

Application Questions

- **Project Goals –**
  Tell us about your personal (life) and leadership (career) goals. How will the Baldwin Leadership Program help you achieve these goals? (2,000 characters)

  TIP: Use this space to describe your goals with clarity and detail. Explain how the Baldwin Leadership Program will help you achieve these goals.

- **Project Activities & Impact –**
  Describe the project activities you will pursue with Baldwin Leadership funding. How do these activities align with your personal goals and influence your impact as a leader in our community? (2,000 characters)

  TIP: Provide as many details as possible of your project activities, making sure to embed your life and leadership goals within the story. Be creative with your approach.

- **Project Budget –**
  Include an outline of your proposed project budget. Provide as much detail as possible on how the $5,000 grant will be spent. (2,000 characters)

  TIP: Include all expenses (for example: airfare, hotel, conference registration, personal coach fees, etc.). If your budget exceeds the $5,000 grant, mention the source of funding (for example: "I/my organization will cover additional project costs").

- **Commitment & Readiness –**
  In addition to your personally designed project, a large part of the Baldwin Leadership timeline includes monthly 2-hour cohort meetings and different group activities. Describe your commitment and readiness to embark on this journey with the Class of 2023. (2,000 characters)

  TIP: Help us understand WHY you are ready to commit and engage in this 18-month program at this stage in your life. Describe your readiness and ability to make schedule modifications, if necessary.

- **An Experience –**
  Describe an experience where you felt out of your comfort zone. What did you learn <u>about yourself</u> and what was <u>one take-away</u> from that experience? (2,000 characters)

  TIP: Focus on one specific experience **and** write specifically what you learned about **yourself**. Also share **one take away** from that experience.

- **Uniqueness –**
  The Community Foundation seeks to welcome a cohort of leaders with diverse identities, knowledge, and lived experience. What makes you a unique candidate for this grant opportunity. (2,000 characters)

  TIP: Given your lived experience, knowledge and/or diverse identity, help us understand your unique qualities.

Evaluation Criteria

- **Project Goals:** To what extent does the applicant write about their **personal and leadership goals**, including examples on how the Baldwin Leadership Program will help meet their goals <u>in detail</u>?

- **Project Activities & Impact**: To what extent does the response describe **specific activities** leading the applicant to meet their personal and leadership goals, and include <u>a detailed description</u> of how their idea might impact the community?

- **Commitment & Readiness**: Does the applicant describe reasons **why** they are ready for the Baldwin Leadership Program, and **how** they intend to meet the time commitment requirements <u>in detail</u>?

- **An Experience:** Does the applicant offer, <u>in detail</u>, **one** example of an experience when they felt out of their comfort zone, describing **what they learned about themselves** and **one take away** from that experience?

EVALUATION RUBRIC	4 Exceeds Expectations	3 Meets Expectations	2 Approaches Expectations	1 Needs Support
Project Goals* To what extent does the applicant write about their **personal and leadership goals**, including examples on how the Baldwin Leadership Program will help meet their goals in detail?	Description provides *clearly stated both* personal goals and leadership goals *in great detail*. Description includes examples on how the BLP would help the applicant meet their goals *in great detail*.	Description provides personal goals and leadership goals *in detail*. Description includes *detailed examples* on how the BLP would help the applicant meet their goals.	Description provides personal goals and leadership goals in general, *with few details*. Description mentions *a vague idea* on how the BLP would help the applicant meet their goals. Response *misses to address some of the main concepts* from the question (e.g., personal goals, or career goals, or how BLP would help).	Description provides *minimal information* regarding personal goals and/or leadership goals *without details*. Description *does not connect* how the BLP would help the applicant meet their goals. Response *misses all the key points* from the question.
Project Activities and Impact* To what extent does the response describe **specific activities** leading the applicant to meet their personal and leadership goals, and include a detailed description of how their idea might impact the community?	Response describes *in great detail specific* activities that would lead the applicant to meet their goals (both personal and as a leader) and *clearly describe* how they *align*. Response describes *in great detail* the applicant's idea on how these activities might impact the community.	Response describes *specific* activities that would lead the applicant to meet their goals (both personal and as a leader) and **how they align**. Response includes a *detailed* description of the applicant's idea on how these activities might impact the community.	Response includes a general overview (with few details) of the activities that would lead the applicant to meet their goals (both personal and as a leader) and how they align. Response includes a general description of the applicant's idea on how these activities might impact the community. Response misses to address some of the main concepts from the question (e.g., activities related to personal goals, or how they would impact the community).	Response *vaguely (without details)* expresses the activities that would lead the applicant to meet their goals (both personal and as a leader) and **whether they align**. Response *vaguely* describes the applicant's idea on how these activities might impact the community. Response *misses all the key points* from the question.
Commitment and Readiness* Does the applicant describe reasons **why** they are ready for the Baldwin Leadership Program, and **how** they intend to meet the time commitment requirements in detail?	Description indicates *in great detail* the applicant's reasons why they are ready for the BLP. Description *explains in great detail how* the applicant is intending to meet the requirements of their commitment (e.g., including *specific* ideas such as, modifications to their time management, routines, etc.)	Description indicates *in detail* the applicant's reasons *why* they are ready for the BLP. Description explains *in detail how* the applicant is intending to meet the requirements of their commitment (e.g., *general* ideas such as, modifications to their time management, routines, etc.)	Description provides a *brief or general* explanation (*with few details*) on the reasons **why** the applicant is ready for the BLP. Description *briefly* explains *how* the applicant is intending to meet the requirements of their commitment (e.g., general statement of *some* actions to take). Response *misses to address some of the main concepts* from the question (e.g., reasons that explain *why* or *how*).	Description *vaguely (without details)* provides an explanation on the reasons *why* the applicant is ready for the BLP. Description *vaguely* explains *how* the applicant is intending to meet the requirements of their commitment (e.g., general statement *without* specific actions to take). Response *misses all the key points* from the question.

An Experience* Does the applicant offer, in detail, **one** example of an experience when they felt out of their comfort zone, describing **what they learned about themselves and one take away** from that experience?	Description offers a **detailed** example of an experience when the applicant felt out of their comfort zone explaining **why** they felt this way. Narrative offers a **detailed** description of what the applicant learned about themselves including **details of how** they perceived or realized something changed in their perceptions. The response includes a **detailed** description of one take-away from the experience they shared **and how they have applied or could apply** what they learned.	Description offers a **detailed** example of an experience when the applicant felt out of their comfort zone. Narrative offers a **detailed** description of what the applicant learned about themselves. The response includes a **detailed** description of one take-away from the experience they shared.	Description offers **general** description **(with few details)** about an experience when the applicant felt out of their comfort zone. Narrative offers a **general** description of what the applicant learned about themselves. The response includes a **general** description of one take-away from the experience they shared. Response **misses to address some of the main concepts** from the question (e.g., experience feeling out of comfort zone, or what they learned about themselves, or one take away).	Description **vaguely (without details)** describes an experience about applicant feeling out of their comfort zone. Narrative **vaguely** describes what the applicant learned about themselves. Response **vaguely** describes one take-away from the experience they shared. Response **misses all the key points** from the question.