# 2023 BALDWIN LEADERSHIP PROGRAM

## 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.

## 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.

## 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.

## 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).

## 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.

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

## PREPARING THE GRANT APPLICATION

## Once you’ve received a yes from the CEO/ED—

## 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.

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

## Discuss the grant timeline with them, so you can both plan to submit the LOI and grant application on time:

* 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

**2023 BALDWIN LEADERSHIP PROGRAM**

**LETTER OF INTENT (LOI)**

The Letter of Intent (LOI) helps determine if your organization meets all grant eligibility requirements.

**GRANTMAKING POLICIES**

In February 2022, the Community Foundation's Board of Directors approved two new policies to help ensure all grantmaking programs support community projects that welcome and value everybody -- particularly individuals from historically marginalized, federally protected classes. We believe our community is strongest when every individual feels valued and supported by our county's community benefit/nonprofit sector, and these policies will help direct our grant dollars to organizations and projects also committed to inclusive practices.

* Anti-hate policy. The Community Foundation will not knowingly make grants that we believe, in our sole discretion, intend to support or engage in hateful activities.
* Non-discrimination policy. Grant partners must have and will be required to submit, a non-discrimination policy. It must demonstrate compliance with federal laws based on your type of organization -- related to protected classes of people.

We will review all information provided in this application and reserve the right to request additional information as part of our due diligence process. For further information, check out http://chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/[/www.lancfound.org](http://www.lancfound.org/wp-)/[wp-](http://www.lancfound.org/wp-) content/uploads/FAQs-non-discrimination-policy.pdf[these frequently asked questions.](https://www.lancfound.org/wp-content/uploads/FAQs-non-discrimination-policy.pdf)

**NON-DISCRIMINATION POLICY\***

Please upload your organization's current non-discrimination policy.

File Size Limit: 2 MB

**FEDERALLY PROTECTED CLASSES\***

Does your organizational policy allow discrimination in serving any of the following federally- protected classes of people?

**Choices** Race Color

Religion or creed

National origin or ancestry

Sex (including gender, pregnancy, sexual orientation, and gender identity) Age

Physical or mental disability Veteran status

We don't discriminate in any way

**EXPLANATION**

If you checked any boxes in the previous question, please explain how your organization is actively making policy changes.

Character Limit: 1000

**CERTIFICATION\***

If my organization receives this award, I certify grant dollars will not be used to support activities that discriminate against any federally protected classes of people and will serve Lancaster County residents without discrimination.

**Choices**

Yes

**Project Title\***

Character Limit: 100

**Grant Amount**

$5,000

**Project Description\***

Briefly describe your proposed project. This information may be shared with our board of directors and/or in a press release.

Character Limit: 600

**Fiscal Partner\***

The Baldwin Leadership Program welcomes applications from individuals who aren't employed by but have connected with a CBO willing to be their fiscal partner for this grant opportunity.

Is this CBO serving as a fiscal partner?

**Choices**

Yes No

**Is your organization categorized as 501(c)(3) by the IRS?\***

**Choices**

Yes No

**Has your organization completed an independent audit or financial review within the last 12 months?\***

**Choices**

Yes

 No

**Independent Audit or Financial Review\***

* Upload your entire independent audit or financial review
* It must be completed by an independent CPA firm within 12 months of this application's due date
* We cannot accept a compilation or an IRS Form 990

File Size Limit: 20 MB

**Is your organization registered with the PA Bureau of Charitable Organizations (or exempt)?\***

**Choices**

Yes

No

Exempt

**PA Bureau of Charitable Organizations Registration Number**

Character Limit: 6

**BCO Expiration Date**

Character Limit: 10

**Reason for BCO exemption or non-registration**

Character Limit: 250

**Is your organization current on paying its payroll taxes?**

**Choices**

Yes

No

**Form 990**

Please attach your most recent form 990. If your organization is exempt, please state reason for exemption below.

File Size Limit: 10 MB

**Reason for Form 990 Exemption**

Character Limit: 250

**Board of Directors Roster\***

Upload a current board of directors roster.

**Does your organization have a Conflict-of-Interest policy?\***

**Choices**

Yes

No

If you answered "No" to any of the questions above, please stop here because your organization does not meet the eligibility requirements. Otherwise, continue to the next section. If you have any questions, please contact the Program team at (717) 397-1629.

**LCCF NON-DISCRIMINATION - Grant Making**

LCCF is committed to non-discrimination in its grantmaking. It is the policy of LCCF not to discriminate against any grant partner or grant applicant based on sex, gender; gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation.

Adopted by the Board of Directors of the Lancaster County Community Foundation- rev 7\_17\_19

# 2023 BALDWIN LEADERSHIP PROGRAM GRANT APPLICATION

## Grant Summary

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).

## Are you interested in receiving feedback before the final deadline?\*

This option is only available for applications submitted four weeks or more before the final deadline.

**Choices**

Yes, it’s four weeks from the deadline and I would like staff feedback. No, this is my final submission.

Community Foundation has provided feedback.

We will review and provide feedback on your draft application if it's submitted through this system by April 26. Drafts saved but not submitted will NOT receive feedback.

After we provide feedback, your application will return to draft status by May 12.

Once you've made revisions, re-submit the application by the final deadline (May 19).

**Project Title\*** Character Limit: 100

## Project Description\*

Briefly describe your project. This information may be shared with our board of directors and/or in a press release.

Character Limit: 600

## 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?

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

Character Limit: 2000

# 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?

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.

Character Limit: 2000

# 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.

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").

Character Limit: 2000

# 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 2025.

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.

Character Limit: 2000

# AN EXPERIENCE\*

Describe an experience where you felt out of your comfort zone. What did you learn about yourself, and what was one take-away from that experience?

Character Limit: 2000

# 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?

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

Character Limit: 2000

## Is there anything else you'd like to share?

Character Limit: 750

## Resume & Letter of Support

**Completed applications include the following attachments.** Please note that if you do not have access to a scanner, you can use the "Fax to File" tool on the left menu. This tool will convert a fax to a PDF document.

## Personal resume\*

## Letter of Support\*

Please upload a letter of support either from:

* The organization's board of directors' Chairperson (if you are the Executive Director or CEO), or
* The organization's Executive Director or CEO (if you are a staff person or you're partnering with the organization).

**Letters should be addressed to**:

Fran Rodriguez, Senior Program Officer Lancaster County Community Foundation

File Size Limit: 3 MB

## Electronic Signature and Date\*

Character Limit: 100