



GRANTMAKING POLICY

1. Purpose

- 1.1 The purpose of this policy is to set out the principles, criteria and processes that govern how the Lancaster County Local Journalism Fund makes grants.
- 1.2 A grant is defined as a financial award that the Lancaster County Local Journalism Fund makes from its funds to support local journalism.

2. Introduction

- 2.1 The Lancaster County Local Journalism Fund is organized and operated solely and exclusively for charitable and educational purposes in accordance with Section 501(c)(3) of the Internal Revenue Code of 1986. Its mission is to support, protect and expand local journalism in and for Lancaster County by promoting investigative and public interest journalism and media literacy to ensure that the people of Lancaster County continue to be informed, engaged and empowered by independent local journalism. It is governed by a board of managers.
- 2.2 The Board of Managers ensures proper governance of the Fund's grantmaking in three ways.
 - i. Through grantmaking principles, which ensure that decisions are ultimately made by the Fund's Board of Managers.
 - ii. Through grantmaking criteria, which outline the activities the Fund desires to support to further the Fund's charitable objectives.
 - iii. Through grantmaking processes, which outline how decisions are reached for awarding grants.

3. Grantmaking Principles

- 3.1 The principles are as follows:
 - The Board of Managers has ultimate responsibility for all grantmaking decisions that align with the Fund's mission.
 - The Board of Managers reserve the right to apply conditions to any grant.
 - The Board of Managers also reserve the right not to approve any grant application if they determine that the resulting grant would conflict with the Fund's policies/mission or damage its reputation.



4. Grantmaking Criteria

- 4.1 The Board of Managers expect that grants will generally support one or more of the following:
 - Investigative and public interest journalism
 - Efforts, programs or events that support, protect or expand local journalism in, and for, Lancaster County
 - Media literacy to ensure that the people of Lancaster County continue to be informed, engaged and empowered by independent local journalism
- 4.2 The Board of Managers expect that all grants will have one to three measurable objectives agreed at the beginning of the funding period as part of the grant offer to ensure the Fund's resources are used to further its mission and that it can report on the impact of the grants.
- 4.3 The Lancaster County Local Journalism Fund discourages grant inquiries requesting funds for:
 - Capital improvements
 - General operating funds
 - Fundraising events

5. Grantmaking Processes

- 5.1 We ask grantseekers to review our mission statement as well as these guidelines. If a grantseeker believes its request matches one or more of our grantmaking priorities, it may submit a Letter of Inquiry. The Board of Managers accepts and considers inquiries on a monthly basis throughout the year. We review the information provided in the grant application to determine whether the organization and the grant request qualify for further consideration. In all cases, we communicate the outcome of the review to the grantseeker.
- 5.2 Letters of Inquiry should be one (1) page maximum in length and contain preliminary information about the grantseeker's organization and proposed grant request. Completed Letters of Inquiry may be emailed to lfrick@steinmancommunications.com. We will send a confirmation email, usually within 3-5 business days, advising the grantseeker of the anticipated timetable for review of the inquiry.



- 5.3 Grant applications are accepted by invitation only. If you have received an invitation to submit a grant application, you must use the application supplied at the time the invitation was extended.

6. Grant Evaluations/Reporting

- 6.1 Grant reports are required in writing. Grantees are also required to meet with the Board of Managers in person to discuss the evaluation and success of the grant. The Lancaster County Local Journalism Fund reserves the right to request information such as progress toward goals stated in your application, community impact, lessons learned, significant changes and future plans. Financial reporting will require a budget showing the use of grant funds. Additionally, the Board of Managers must be notified if the funding goal has been reached prior to the Fund's decision, or if the project has been cancelled.
- 6.2 Grant evaluations or reports will be submitted at the end of the grant period and contain the following information:
 - What did the organization achieve, based on the goals stated in the initial grant application and progress made towards those goals?
 - What did the organization learn? (especially in light of not meeting goals, what was learned through the process)
 - Were there any major changes internally or externally that impacted the success of the grant? (leadership changes, policy, major budget changes, external environmental changes)
- 6.3 If a site visit is considered necessary or desirable at any stage of the grant process, a representative from the Board of Managers will contact your organization.

7. Grant Limitations and Other Considerations

- 7.1 The Lancaster County Local Journalism Fund will not consider grant inquiries from organizations that:
 - Discriminate on the basis of race, gender, religion, ethnicity or sexual orientation
 - Request funding for:



- Activities that attempt to influence public elections
- Voter registration
- Political activity
- Lobbying efforts
- Programs that promote a religious faith or include religious content

8. Geographic Considerations

- 8.1 The Fund's grants are generally made to organizations that serve individuals and communities in Lancaster County, Pennsylvania. Organizations that do not serve populations in Lancaster County and do not meet the foregoing standards are rarely considered by our Board. As a result, we generally discourage them from submitting inquiries. If you have a question as to whether your organization or program qualifies for consideration, please email Lauren Frick at lfrick@steinmancommunications.com.