The City of Gary ARPA Grant
Administered by Legacy Foundation
The American Rescue Plan Act (ARPA) is an economic stimulus bill passed by Congress to speed up the country’s recovery from the economic and health effects of the COVID-19 pandemic and the ongoing recession. The City of Gary received $80 million to help bridge budget shortfalls and mitigate the financial shock of the pandemic. The City has allocated $500,000 of these ARPA funds to nonprofits serving residents of Gary, Indiana.

Legacy Foundation is partnering with the City of Gary to administer these funds and has been charged with the management and oversight of the grant application process for nonprofits serving residents of Gary, Indiana.
Applications can select one of three priority areas

1. Programmatic/service delivery
   a. The prevention or reduction of the spread of the COVID-19 virus
      i. At the non-profit business location, in program delivery model, and in the community (public spaces);
      ii. Through vaccination programs (incentives are allowable as long as they are expected to increase the number of people who choose to get vaccinated and are reasonably proportional to the expected public health benefit).
   b. Services that can identify a need or negative impact of the COVID-19 public health emergency and identify how the program, service, or other intervention addresses the identified need. This includes immediate or future negative impact.

2. Operations
   This funding support is to help alleviate negative economic impacts on non-profits and the clients they serve including:
   a. Mitigation of financial hardships from declines in revenues and/or donations
   b. Increase in costs due to inflation and uncompensated increased demand for services.

3. Technical assistance

*Questions will vary slightly depending on the priority you select within the application.
Examples

- An internet access assistance program for all households with children to support those households’ ability to participate in healthcare, work, and educational activities like extending learning opportunities, among other critical activities.
- Food Banks, churches, pantries, or other food delivery services to address food insecurity.
- Developing outdoor spaces to allow clients or the public to interact in a way that would prevent the spread of COVID-19.
- Operations support to help recover from loss of funds between 2020-2022.
Eligibility

- Applicants must be a 501(c)(3) or 501(c)(19) tax-exempt organization
- Applicants must be in good standing with the IRS
- Projects must serve residents of Gary, Indiana
- Only one application may be submitted per organization
- Priority will be given to nonprofit organizations located in the City of Gary

- Organizations that have already received ARPA funding through the City of Gary are **not** eligible for funding.
Mission Statement
Transforming Lake County by providing strategic leadership and impactful philanthropic support to ensure equitable opportunity for all communities that we serve.

Vision Statement
Create an equitable Lake County where all people thrive.

Impact
In 2022, Legacy Foundation:
• Awarded $3,042,235 in grants to nonprofits serving Lake County
• Awarded $1,360,970 in scholarships to Northwest Indiana students to attend college
• Provided mentorship, training, and technical assistance opportunities to Lake County serving nonprofits to increase their capacity
• Promoted civic engagement and education to residents to empower them to be strong advocates for their community
• Collaborated with local leaders to enhance residents’ quality of life
Awards will range from $2,000-$50,000
Grant funds need to be utilized within a 12-month period
Applications will only be accepted through Legacy Foundation’s online portal
https://www.grantinterface.com/Home/Logon?urlkey=legacyfdn

Application period: May 5 – June 18, 2023 (5:00 pm CST)
Award notifications: July 25, 2023 (via email)
Proposal Evaluation

• Tie your goals directly to your need statement.
• Include all relevant groups and individuals in your target population.
• Always allow plenty of time to accomplish the goals.
• Figure out how you will measure the change projected in each goal. If there is no way to measure an objective, it needs to be altered or dropped.
• Goals should be SMART (specific, measurable, attainable, relevant, and time-bound)
Applications must be able to demonstrate:

- The organization has the capacity to carry out the proposed work or has experienced significant financial strain due to COVID-19
- A clearly defined project/use of funds description with timeline and action steps
- Budget/Expenditures are clearly defined and costs are reasonable
- Clear and achievable outcomes
- Project is sustainable without requiring ongoing funding in future years
- Necessary collaborations have been established and formalized with attached documentation
Top 10 Grant Writing Mistakes

- Not following instructions/guidelines
- Not answering the questions asked
- Purpose of grant is not clear
- Grammar and typos
- Jargon and catchphrases
- Unclear budget
- Objectives do not match the problem
- Necessary collaborations have not been established
- Organization lacks capacity to carry out proposed activities
- Additional funding has not been secured
Review Process:

1. Staff review applications to verify qualification.

2. The Committee reviews and votes on all funding decisions. Awards can range from $2,000 to $50,000.

3. Funding decisions are communicated to applicants via email approximately 5 weeks after application due date.
Application Process in GLM
Logging Into the System
First time in the system? Click Create New Account
Returning to your application? Log On with your email and password.
Organizational Information

*If the EIN number is already associated with an account, you will receive a notice to contact the office before proceeding.

ALL information entered as a part of the account creation process becomes part of your submitted application! Assure that all information is entered correctly.
## Entering Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix (Mr., Mrs., Ms., etc.)</td>
<td>First Name*</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Last Name*</td>
</tr>
<tr>
<td>Suffix (Sr., Jr., III, etc.)</td>
<td>Professional Title</td>
</tr>
<tr>
<td>Email / Username*</td>
<td>Email / Username Confirmation*</td>
</tr>
<tr>
<td>Telephone Number (####-####-####)</td>
<td>Mobile Number (####-####)</td>
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<td>Address 2</td>
</tr>
<tr>
<td>City*</td>
<td>State*</td>
</tr>
<tr>
<td>Postal Code*</td>
<td>Country</td>
</tr>
</tbody>
</table>
Was the contact information listed on the previous screen for the ED? Yes → Next

Enter any additional information for the ED → Next

No, then enter the information for the ED → Next
Create a password – note the password requirements

This system sends automated email communications to you during the application process and follow up reminders once awarded. It is important that you are able to receive these communications. After creating a password, you will have the opportunity to verify that the emails are coming through.
After creating the account, you will be directed to a list of grant opportunities currently available.

This is to preview the eligibility quiz, NOT the application. To begin the application, click to Start Eligibility Quiz.
Answer Prequalifying Questions to Begin

A.*
Does the Board of Directors of governing body meet at least four times per year with a majority in attendance?

- Yes
- No

B.*
Is the Board of Directors or governing body comprised of a minimum of 4 voting officers, including a President, Secretary, and Treasurer?

- Yes
- No

C.*
Does the Board of Directors or governing body approve an annual organizational budget?

- Yes
- No

D.*
Does the Board of Directors or governing body receive and review, at least quarterly, financial reports that detail approved budget to actual revenue/expenditures?

- Yes
- No

E.*
Does the treasurer (or someone not involved in transactions) review and sign off on monthly expenditures?

- Yes
- No

F.*
Does the Board of Directors or governing body have a conflict of interest policy?

- Yes
- No

G.*
Is the organization in compliance with all requirements of the IRS and the Indiana Secretary of State?

- Yes
- No

My organization can answer "Yes" to at least one of the following statements:
- We are a church or other house of worship
- We file a Form 990, 990 EZ, or a 990-N
- We file an audited financial statement
- We have been in existence less than two years and have not yet had to file

- Yes
- No
Eligibility Results

After qualifying, you will be directed to this confirmation page. If there were multiple grant opportunities available based on your answers, they would appear here. Click Continue.

Clicking Continue (above) directs you back to the Dashboard where you will click to Apply.
Ineligible

If you do not qualify, you will see a message similar to the one below. If you feel this is an error, please contact our office. Kelly B. will review your answers and, if appropriate, re-open the quiz.

Based on your answers, you are not eligible to apply at this time.

Legacy Foundation awards sponsorship grants of up to $2,000 to Lake County 501c(3) nonprofit organizations. All awarded projects/events must demonstrate a purpose and impact the community of Lake County in a positive manner. Please note that Legacy Foundation does not support fundraisers.

Please complete the following eligibility quiz. If eligible, you will be directed to apply for the Sponsorship grant. If you receive a message that you are ineligible and feel this is in error, feel free to contact the Legacy offices at 219-736-1880.
Editing Your Profile

- As the contact information is a part of your application, it is important that you update any changes to address, email, etc.

- Log into your account
- Click on the pencil icon on your Applicant Dashboard page to edit your **APPLICANT** information
- To edit your **ORGANIZATION** information, please contact Kelly B. at 219-736-1880
Let’s Get Started

Note the Due Date/Time!

This title will copy over to all components of the application including post acceptance forms that we ask you to complete.

The new software has GuideStar enabled questions. Using your organization’s EIN number, you can import answers directly from GuideStar when you see this icon: ■
Need a Printed Copy of the Application?

Looking to print a list of the questions you’ll need to answer?

To see only the questions that apply to your chosen priority area, you'll need to answer the “Request Area” question. Select which priority and then click on the “Question List” in the top right of the screen.

Need a copy that includes your answers?

Pull up your application (after answering questions) and right click on the screen. You can save or print a copy of the application with answers.
When Two Heads are Better than One…Collaborate!

Complete the popup box and click Invite
Your collaborator will receive an email with instructions on how to access the application. Click the link to log on.

**Message from Ellie:**
Hi Kelly! Please complete the budget piece of the application since you know this area best. Thanks!!

Your username is: kbaer@legacyfdn.org

You can register or log on [here](#).
1. Enter the requested information and click Register

2. Open the Collaboration Request tab

3. Edit the application as needed
<table>
<thead>
<tr>
<th>Process: Example Process</th>
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<tbody>
<tr>
<td><strong>Application</strong></td>
</tr>
<tr>
<td><strong>Decision</strong></td>
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</table>

[Edit Application]
Requirements for W9

- The current version of the form is 2018
- Only upload PAGE 1 of the form
- The form must be signed and dated in the CURRENT year (2023)
- Payment cannot be issued without an accurate W9
Ready to Submit?

Legacy Foundation cannot re-open an application after it has been submitted. Please review your application thoroughly. We also cannot offer extensions for applications not submitted by 5:00 on June 18.

The software does not have its own review process prior to submitting so we ask you to confirm that you understand our policy and are satisfied with your application.

Abandon Request: Use this if (at any time) you no longer intended to submit the application. This will assure you don’t receive automated emails regarding the grant deadline, etc.
Something left to complete?

If you save or try to submit and a required question has not been answered, you will receive a warning message showing what needs finishing.
Post Grant Acceptance
You will receive an email notification that you have received a grant award. Once getting that email, log into your account.

Look for the “Follow Up Forms” section and click to Edit each of the forms you’ve been assigned. Notice due dates are listed for each item.

Once all Follow Up Forms have been completed, the City of Gary will be notified that the grant payment can be made.
The Statement of Conditions is online! You will need to read through each requirement and agree to the terms as well as to the document as a whole.

The form can be printed for your records, if needed, by right clicking and choosing Print.

**Payments will NOT be made until all follow-up forms have been submitted and approved.**

If you have not submitted, the system will send an automated email reminder one day before the deadline.
Grant Monitoring
Due Diligence – All grantees are required to provide due diligence documentation. These items could include: financial audits, by-laws, list of Board of Directors or Governing Body, and/or documentation of 501c3 status.

Site Visits – Legacy staff and/or City of Gary representatives will conduct one or more site visits approximately half-way through the grant period. Organizations are encouraged to reach out to Legacy Foundation staff to schedule a site visit during the time project activities are occurring.

Final Reports – At the close of the grant term, grantees are required to submit a final report with financials. Final reports are due exactly 13 months from the date of the submitted SOC. Reports should be submitted online through the grant portal.

Organizations will be ineligible for future funding until the final report is submitted and approved.
Other Opportunities
Knight supports Gary’s goals for talent attraction and retention, economic opportunity in the downtown and nearby communities, and mitigating the population loss (-14%). We invest in this core city vibrancy by supporting entrepreneurship, creative solutions for blight reduction and places that bridge economic divides.

Tactics leveraged:
- **Building on Assets**: better connecting the community to key assets like universities, corporations, or nature.
- **Public Spaces**: enhancing the public realm to be more connected and vibrant.
- **Civic Engagement**: breaking down barriers between residents and decision makers; engaging underrepresented communities in civic life and leadership roles.

Awards up to $100,000.

Letters of Intent will be accepted through the online portal from June 1- July 15.
Resilia Partnership:
10 Scholarships for FREE access to Resilia

• Legacy Foundation is excited to announce a partnership with Resilia to support capacity building for nonprofits in Lake County. Through this partnership, Legacy Foundation will award 10 scholarships to receive FREE access to Resilia (valued at $2,500 each) to 501(c)(3) Lake County IN organizations.

Resilia offers technology and 1:1 coaching to support effectiveness, creativity, and workflow in nonprofits across the country and provides organizations on-demand tools/resources to support organizational growth and impact, including:

• Online training and educational materials on fundraising, board management, and more
• 40+ downloadable and customizable templates including sample fundraiser plans, elevator pitches, bylaw templates, and 4-part strategic plan templates
• 1:1 nonprofit coaching on core functions like fundraising, program management, storytelling, leadership development, and board engagement
• Tools to capture program outputs, outcomes, and impact narratives
Questions?
Legacy Foundation
Edward Vega
Community Impact Director
evega@legacyfdn.org

Kelly Baer
Grants and Administration Coordinator
kbaer@legacyfdn.org

219-736-1880