The City of Gary ARPA Grant Administered by Legacy Foundation

City of **GARY**
Mayor Jerome A. Prince

LEGACY FOUNDATION

ARPA Background:

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.

Grant Categories

- 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.

Legacy Foundation

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)

Grant Application Review Components

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:

Staff review applications to verify qualification.

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

Funding decisions are communicated to applicants via email approximately 5 weeks after application due date.

Application Process in GLM

Logging Into the System

LEGACY FOUNDATION

Lake County's Community Foundation

Logon Page

Email Address*

kbaer@legacyfdn.org

Password*

••••••••••

[Log On] [Create New Account]

Forgot your Password?

Welcome to the Legacy Foundation - Lake County's Community Foundation's Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.
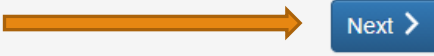
Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.

First time in the system? Click Create New Account
Returning to your application? Log On with your
email and password.

Organizational Information

Organization Information

Organization Name*

Web Site

Organization Email

Address 2

State*

Country

EIN / Tax ID (##-#######)*

Telephone Number (###-###-#### x###)*

Address 1*

City*

Postal Code*

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

Next >

Entering Contact Information

Prefix (Mr, Mrs, Ms, etc.)*

First Name*

Middle Name

Last Name*

Suffix (Sr, Jr, III, etc.)

Professional Title

Examples: Sister, Doctor, Teacher, Reverend

Email / Username*

Email / Username Confirmation*

Telephone Number (###-###-#### x###)*

Mobile Number (###-###-####)

Address 1*

Address 2

City*

State*

Postal Code*

Country

‹ Previous

Next ›

Was the contact information listed on the previous screen for the ED?
Yes → Next

Executive Officer Question

Are you the Organization's Executive Officer?*
○ Yes
○ No

‹ Previous   Next ›

Enter any additional information for the ED → Next

Additional Executive Officer Information

Middle Name   Suffix (Sr, Jr, III, etc.)

Business Title*   Mobile Number (###-###-####)

‹ Previous   Next ›

No, then enter the information for the ED → Next

First Name*

Middle Name   Last Name*

Suffix (Sr, Jr, III, etc.)   Business Title*

                               Telephone Number (###-###-#### x###)

Number (###-###-####)   Address 1

Address 2   City

State   Postal Code

Country

‹ Previous   Next ›

Create a password – note the password requirements

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#$%*()_

Password*

Confirm Password*

‹ Previous   Create Account

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.

ⓘ You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from *Legacy Foundation <administrator@grantinterface.com>*, look in your junk or spam folder.

To remove *Legacy Foundation <administrator@grantinterface.com>* from your spam filter, use the link below.

Click Here for a tutorial about removing email addresses from spam filters.

○ I have received the email
○ Continue without checking
○ I have not received the email

Send Email Again   Continue

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

H.*

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

Save Eligibility   Submit Eligibility

Eligibility Results

After <u>qualifying</u>, 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.

ARPA Grant Program Policies and Guidelines:

Grant awards will range from: $2,000-$35,000

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

ⓘ Click 'Continue' to view the Apply page.

Continue

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

Eligibility – Transform Lake County

ⓘ Based on your answers, you are eligible for the following

> City of Gary ARPA Grants   Accepting Submissions from 08/01/2021 to 11/01/2021   Apply

Ineligible

If you <u>do not qualify</u>, 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.

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 you **APPLICANT** information

- To edit your **ORGANIZATION** information, please contact Kelly B. at 219-736-1880

Let's Get Started

ⓘ Due by 11/01/2021 05:00 PM CDT. ⟵ Note the Due Date/Time!

ⓘ Fields with an asterisk (*) are required.

⌄ Application ID

Program/Project Title*

Please title your program.

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

⌄ Instructions

Instructions:

- To begin your application, click through answering the questions.
- Your application will update/save in real-time. For security, the program will log out after a period of inactivity.
- Before submitting the application, ensure that all sections are filled out properly and completely. Once the application has been submitted, no additions or corrections to the application are allowed.
- If you need assistance with the application, reach out to kbaer@legacyfdn.org

Note: The application submission deadline is in Central Time Zone.

⌄ Organizational Information

✴ **Mission Statement***

| B | *i* | U̲ | | ≔ | ▾ | ≔ | ▾ |

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: ✴

1,100 characters left of 1,100

Need a Printed Copy of the Application?

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

Question List

Which focus area does your project address?*

Please select the focus of your proposal.

1. **Programmatic/Service Delivery**
- The prevention or reduction of the spread
- At the non-profit business location, in prog
- Through vaccination programs (incentives
benefit

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.

- 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. Organization needs to assess whether the clients served experienced a negative

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

3. **Technical assistance**

○ Programmatic
○ Operations
○ Technical Assistance

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.

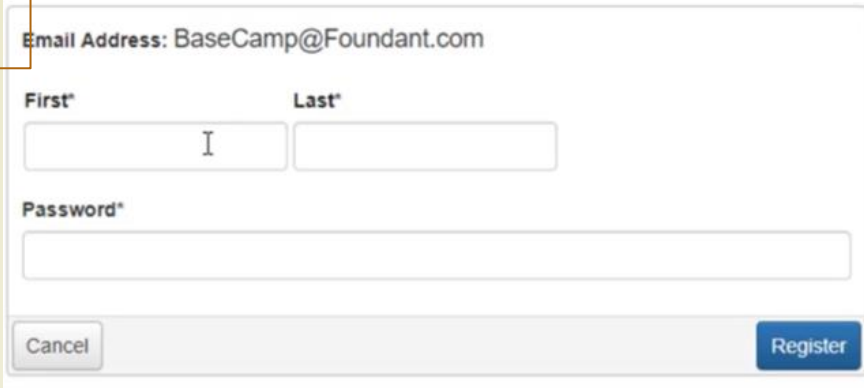# When Two Heads are Better than One...Collaborate!

Complete the popup box and click Invite

From the Collaborator's Side…

Your collaborator will receive an email with instructions on how to access the application. Click the link to log on.
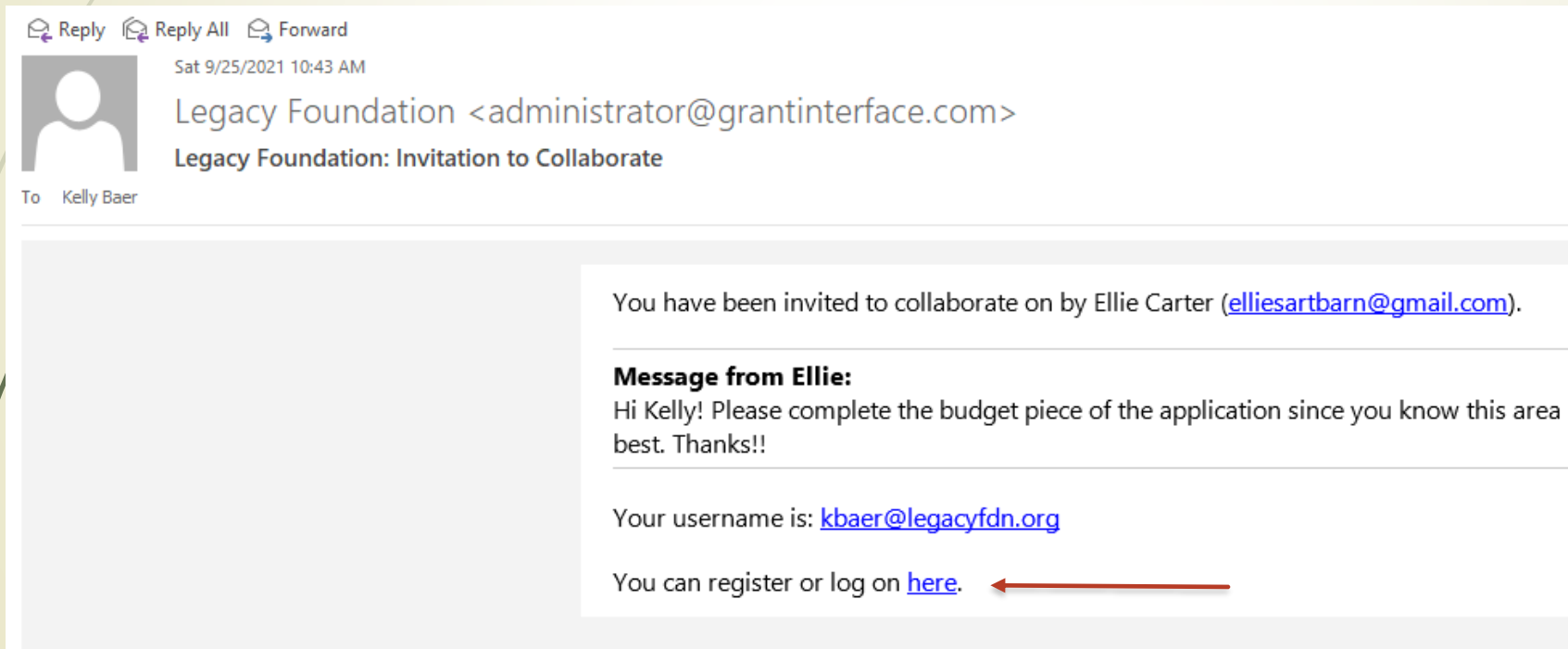
1. Email Address: BaseCamp@Foundant.com
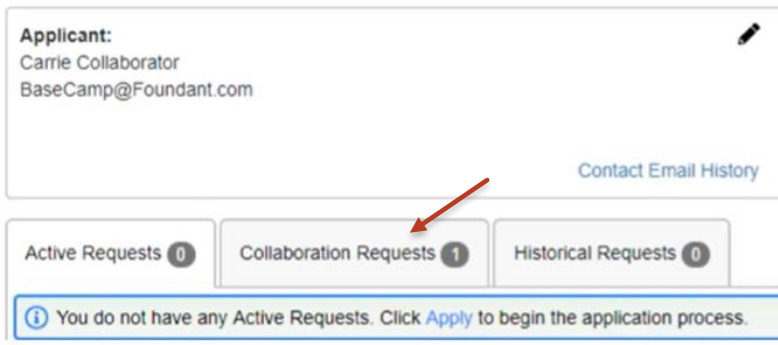
First*   Last*

Password*

Cancel   Register

Enter the requested information and click Register

2. **Applicant Dashboard**

Applicant:
Carrie Collaborator
BaseCamp@Foundant.com

Contact Email History
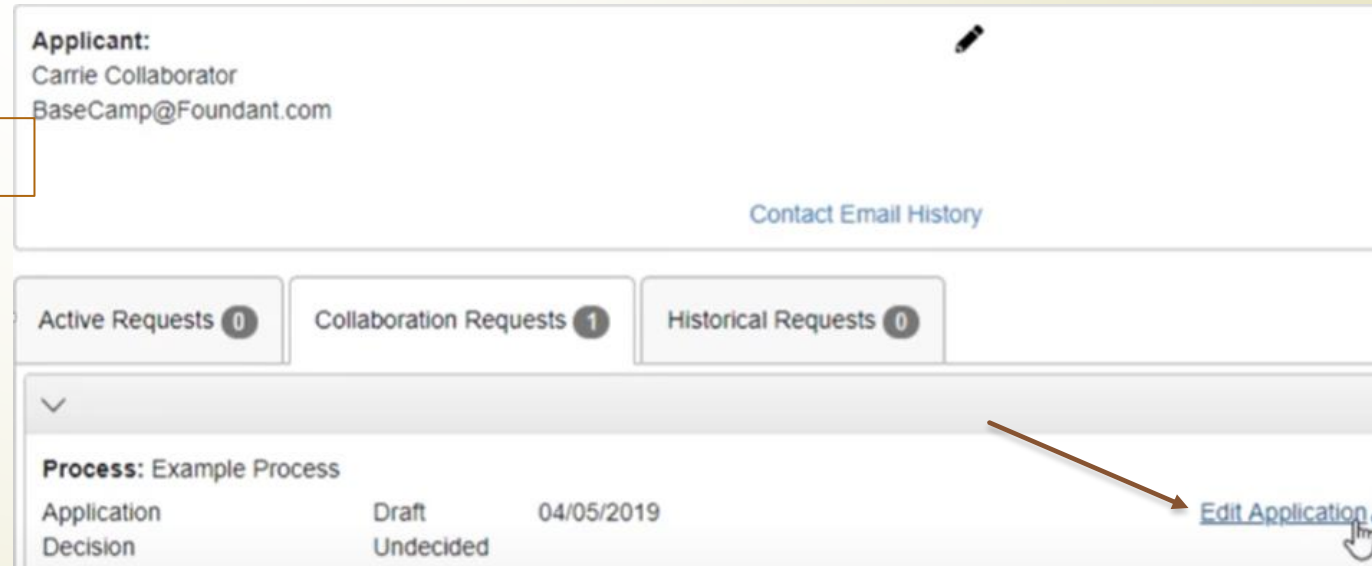
Active Requests 0 | Collaboration Requests 1 | Historical Requests 0

ⓘ You do not have any Active Requests. Click Apply to begin the application process.

Open the Collaboration Request tab

Applicant:
Carrie Collaborator
BaseCamp@Foundant.com

Contact Email History

3.

Active Requests 0 | Collaboration Requests 1 | Historical Requests 0

⌄

Process: Example Process

Application   Draft   04/05/2019   Edit Application
Decision   Undecided

Edit the application as needed

Applicant:
Carrie Collaborator
BaseCamp@Foundant.com

Contact Email History

Active Requests ⓪	Collaboration Requests ①	Historical Requests ⓪

∨

Process: Example Process

Application	Draft	04/05/2019	Edit Application
Decision	Undecided		

Requirements for W9

- The current version of the form is 2018
  - https://www.irs.gov/pub/irs-pdf/fw9.pdf

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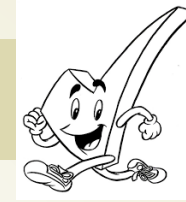
Legacy Foundation <u>cannot</u> re-open an application after it has been submitted. Please review your application thoroughly. We also cannot offer extensions for applications not submitted by 5:00 on June 18.

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

---

∨ Final Review

Thank you for completing an application for the Transform Lake County grant. Please take a moment to review each of the questions and assure the information is correct. Legacy Foundation CANNOT open applications for review/edits once they are submitted.

Confirmation*

I confirm that I have reviewed my TLC application and am ready to submit. I understand that no edits can be made to the application after pressing submit.

○ Yes ⟵

ⓘ Due by 11/01/2021 05:00 PM CDT.

| Abandon Request | | Save Application | Submit 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

LEGACY
FOUNDATION

You will receive an email notification that you have received a grant award. Once getting that email, log into your account.

Active Requests **2**	Historical Requests **0**			
Eligibility Quizzes				
Eligibility - Transform Lake County		Submitted	08/23/2021	View Eligibility Quiz
Eligibility - Legacy Sponsorship Application		Submitted	09/01/2021	View Eligibility Quiz

∨ Dog Days of Summer

Process: Legacy Sponsorship Application

Application	Submitted	09/01/2021	View Application
Decision	Undecided		

∨ Dunes Dog Training Expansion

Process: City of Gary ARPA Grants

Application	Submitted	08/23/2021	View Application
Decision	Undecided		

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
ACH Information	Dunes Dog	Overall Award	09/30/2021 05:00 PM CDT	Assigned	Edit
Statement of Conditions	Dunes Dog	Overall Award	09/30/2021 05:00 PM CDT	Assigned	Edit

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.

Statement of Conditions Follow Up Form

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

LEGACY
FOUNDATION

__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

Gary US Steel/Knight Foundation Grants

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:

- <u>Building on Assets</u>: better connecting the community to key assets like universities, corporations, or nature.

- <u>Public Spaces</u>: enhancing the public realm to be more connected and vibrant.

- <u>Civic Engagement</u>: 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?

Questions:

Legacy Foundation
Edward Vega
Community Impact Director
evega@legacyfdn.org

Kelly Baer
Grants and Administration Coordinator
kbaer@legacyfdn.org

219-736-1880