

Loudoun Youth, Inc. Grant Application
P.O. Box 1732
Leesburg, VA 20177

Application for Requests More Than \$5,000.00
Funding Year: June 1, 2008 through May 31, 2009

Due Date: May 1, 2008

6 Copies of Your Application to the above referenced P.O. Box

Please provide the following information.

Project Title: Total FY Request
\$

Name and mailing address of organization:

Phone:

Fax:

Non-Profit Status:

Contact Person (knowledgeable about proposal): Phone:

Number of visitors your organization served in 2006

Number of visitors your organization served in 2007

Number of visitors your organization is projecting to serve in 2008

Number of visitors your organization is projecting to serve in 2009

What percentage of the people you serve are Loudoun County residents?

(age restrictions) Previous funding received from Loudoun Youth Inc.? Name of project and dollar amount received.

Organization's TOTAL budget for 2008

II. Please respond fully to the following questions. Attach additional sheets if necessary.

What is the mission of your organization and/or its basic purpose?

What services does your organization provide to youth? What services does your organization provide to Loudoun businesses and residents?

Describe the main components of your funding proposal. Include justification for the project or activity, marketing goal measurements, and tracking methods.

Describe a schedule for implementation of the project including a beginning and completion date.

How will this project promote LY, Inc. goals in Loudoun County? How many youth do you estimate will be served by this project in 2008?
Describe how the proposed project will reach youth programs or expand existing youth programs.

Describe the preplanning and coordination that has taken place with other agencies/organizations in the development of this proposal.

Indicate how this project is essential for the programs of your organization and is not a duplication of an existing project.

If this request is for a brochure, marketing materials or advocacy materials indicate how the proposed brochure is essential to your program and not duplication of other materials in the community. Also indicate the target markets served and the distribution plan that will be used.

Provide a detailed budget for this project or program that identifies the revenues and expenses. Show the amounts for marketing, promotion, personnel, operations and maintenance, and capital outlay, and how funds will be leveraged to cover the entire cost of the program. Please also provide an overall budget projection for your organization for 2008 and for 2009.

Where feasible, indicate steps your organization will be taking towards developing other funding resources for the activities in the funding proposal.

How many employees and how many volunteers will be used to complete this program? How many employees and how many volunteers were used in previous years?

If your request is for a sum that totals below \$20,000, what would you cut from your program to reduce your request by 15%? By 25%? What effect would that have on your program?

If your request is for a sum of \$20,000 or greater, please state how you would cut your program to reduce your request by 25%, and 50%. What effect would that have on the program? Would you still proceed with the project? How would you proceed?

What would happen if you do not receive any LY, Inc. funding? Would you continue with the program?

If you have received outside funding in previous years or this current year from LY, Inc. or others please provide documentation.

If your application is for an event, please describe the steps that you have taken to determine if the event location and the number of Loudoun County youth that would participate in the event.

Has your organization considered the infrastructure needed to successfully complete your program (such as transportation)? Is there adequate infrastructure? How are you addressing the additional needs?

What role do you foresee LY, Inc. to play in this project?

Do you have a marketing plan? If yes, please attach a copy.

20. Do you have a business plan? If yes, please attach a copy.

III. Additional Information Required:

Please provide a copy of your organization's current Internal Revenue Service tax-exempt (nonprofit) status 501(C) 3 or other. In order for your funding request to be considered for review, this proof of current tax-exempt status documentation must be submitted by the May 1st application deadline.

Is your organization audited each year? If so, please attach a copy of your most recent audit report.

Does your organization have a current year financial report? If so, please attach a copy.

If you received funding from LY, Inc. previously, you will be required to submit a written report to the Board of Directors of LYI, Inc. explaining how the funds you received have been spent and how this expenditure helped promote LY, Inc. and support youth in Loudoun. This report must be submitted prior to the May 1st application deadline.

Expenditure Report

Report questions for groups that previously received LY, Inc. funds:

How did this project promote LY, Inc. in Loudoun County? How many Loudoun youth did you serve/attract by this project? Describe how the completed project reached or expanded in existing programs. (Relate answers to this question to your funding application question 5.)

Please describe any challenges that you encountered that may have delayed the program or project or prevented you from completing the project as scheduled. How are you managing these difficulties? When will the program or project be completed?

Provide a detailed budget for the completed project or program that identifies the actual revenues and expenses. Show the amounts for marketing, promotion, personnel, operations and maintenance, and capital outlay, and how funds were leveraged to cover the entire cost of the program. Please also provide an overall actual budget for your organization for the current fiscal year.

At certain funding levels, The Board of Directors from LY, Inc. may request additional information and/or request a presentation from the organization. Please provide a contact and telephone number _____.