

February 2025

To: LCMGA Member

From: Grant Committee

Re: So you are interested in getting a grant?

The Grant Committee (Herb and Tom) are interested in working with our members to help fund interesting and important projects for our Association. Do you have an idea for a project/activity that is not in the current budget? Below is some guidance that will help guide you through the process!

The process starts with a well-defined need and assessment:

- What is it I/we would like to accomplish? A clearly stated objective is needed. How does it relate to the mission and goals of the LCMGA?
- Do I/we have a well-defined project? Are we counting on others to help us deliver this project, contractors, utility companies, other parties, etc.?
- Do we have the resources in-house to put this grant application together by the application due date?
- If matching funds are needed, do we have in-house matching funds?
- Prepare a preliminary cost estimate and workable timeline to execute the project.

Before the grant application process begins, those requesting external funding must get pre-approval from the Board. Please see the attached Grant Submission Guidelines document for how to request, develop, and apply for grants.

Once the Board approves the project, we can ask:

- Per our cost estimate, we need \$XXX to complete this project, where can we get the money?
- XYZ grant looks good but are the grant terms right for our stated need, our project? Finding the right grant for the project is very important.
- Grants tend to be available for specific purposes, the funding source promotes their specific cause. We review the grant for these specific details. The application needs to be worded specifically to address the grantor's interest, without misrepresenting the project or the intended purpose of the grant.
- When will the grantor award the grant? Do we have a Plan B to fund this project? This is to be discussed during the Board pre-approval process.

- Per the last bullet, this is why we need to plan for the funding of projects months before they begin. This process takes time.
- When does the money need to be spent? Are there constraints within the project that may jeopardize a timely completion?
- Gather the needed application information, complete the application, secure Board approval, submit the application and wait for an answer.

A few items for the Board to address when reviewing the project's Grant Submission Guidelines:

- For this project, does the Association need to ask for grant funding, or can the funds be provided by the Association?
- Grants are typically paid on a reimbursement basis. Can the Association pay for this project until the Grantor provides the funds?

This is the basic thought process that goes into a grant application. The Grants Committee is available to assist you in making your great idea a reality!