THE LENNA FOUNDATION
GRANT APPLICATION PROCESS

The Lenna Foundation funds programs and provides grants for projects by non-profit organizations in Western New York. We support work in the arts, education, health care, youth, economic development, and the environment.

Organizations seeking funding must be:
- Tax exempt under Section 501(c)(3) of the Internal Revenue Code
- Well-managed, with an active board drawn from a cross-section of the community, and a consistent record of sound fiscal management
- A demonstrated track record of efficient operations and effective programming; newer organizations should contact us

The Lenna Foundation does not make grants to:
- Individuals
- Lobbying or advocacy for specific political candidates or legislation

The Foundation does not typically support:
- General operating support (i.e., unrestricted funds for any use)
- Deficit funding
- Debt paydown
- Endowments
- Fundraising events (e.g., annual dinners and tournaments)
- Religious organizations
- Governmental (public) institutions, agencies, or projects

We look for opportunities to support entities that work together to better achieve impact and efficiency and to reduce duplication.

STEP 1
Prior to accepting a completed grant request, The Lenna Foundation requires a Letter of Interest that includes the following:
- Descriptive title and summary of the proposed grant request
- Project budget
- Dollar amount of the request
- Funding sought or received from other sources
- Timeframe for funding the request
- Positive affirmation of the grantee’s 501(c)(3) status

Each letter of interest is reviewed by the Lenna Foundation. Successful candidates will be asked to submit a formal grant request.
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STEP 2
Grant requests must include the following:

- Summary of organization’s history, mission, goals, current programs, activities, and accomplishments
- Total dollar amount being requested complete with a statement summarizing this grant request (2 sentences maximum)
- Description and number of persons to be served and how they will benefit from this project
- What other organizations in the community are doing a similar project
- Are you collaborating with other organizations on this project and what are their roles
- Long-term strategies for funding this project after the grant dollars are spent
- The status of grant requests to other Foundations, corporations, or funding sources for this project
- Plans for evaluation including how success will be defined and measured
- List of current Board of Directors, and name, address, phone, email, and fax of primary contact person.
- IRS determination letter stating that you are a tax exempt 501(c)(3) organization
- Financial background of organization including:
  - Financial statements including most recent financial audit
  - Budgets that correspond to this request and the organization as a whole
  - Accumulated surplus/deficit
  - Endowment market value

The Foundation may request more information, follow up meetings, and on-site visits.

Grant requests are reviewed by the Foundation’s Board of Directors in May and August each year. Contact the Foundation for application deadlines.

Execution of a grant agreement is required before successful grant applications are processed and awarded.

Contacts at the Lenna Foundation are:

    Randy M. Ordines, President
    Kate Conti, Executive Assistant