



Golden LEAF Community-Based Grants Initiative Guidelines

Each year, the Golden LEAF Foundation invites organizations from counties from a chosen Prosperity Zone to participate in our \$11 million Community-Based Grants Initiative (CBGI). The process is competitive, but organizations from all counties within the Prosperity Zone will have an opportunity to apply.

The CBGI is designed to identify projects with the potential to have a significant impact. It is a focused process with grants targeted toward investments in the building blocks of economic growth. Funds are limited to projects that address job creation and economic investment, agriculture, and workforce preparedness.

Amount Available

Awards are limited to no more than three projects in any county and may total no more than \$1.5 million in any county. Regional projects are not included in those limits. The total budget for the Initiative is \$11 million.

Resources

- [Contact Golden LEAF Staff](#)
- [CBGI - Southwest Zone information page](#)
- [Access the Application Portal](#)
- [CBGI Resources Page](#)

Application Process

Applications must be submitted via Golden LEAF's online portal. The purpose of this document is to provide an overview of the application's required short answer questions and supporting attachments.

Unless otherwise specified, please use the following document formatting guidelines for attachments:

- Use a font no smaller than 10 points
- Use only black as the font color—no colored text
- Documents should be single-spaced with 1" margins
- Format to standard, letter-sized paper (8.5" x 11") (technical reports and maps may be on larger paper sizes)
- Combine multiple documents into a single file for each required attachment
- Label each document with your organization name and the appropriate label from the attachment title column of the attachments checklist below.

Application Guidelines

Only projects endorsed by a county manager or approved by Golden LEAF as a regional project are eligible to apply. All applications must be submitted using the Golden LEAF online portal, and all application fields must be populated. These guidelines provide an overview of the information required, details expected for each response, and explanations of the information requested. Several key project-related attachments are also described in these guidelines.

1. **Organization Information:** Complete the following fields that appear in the online application, in addition to standard organization and contact fields.

- a. **Primary Contact** (Contact grantportalhelp@goldenleaf.org if this person is not an employee of the applicant organization.)
- b. **Primary Signatory** (Must be an employee of the applicant organization.)
- c. **Alternate Contact 1:** (Optional)
- d. **Alternate Contact 2:** (Optional)

2. **Fiscal information**

- a. Organization's next fiscal year begins: MM/DD/YYYY
- b. Total current annual operating budget
- c. Budget figure provided is for fiscal year ending: MM/DD/YYYY
- d. Total current endowment, reserve, or unrestricted fund balance
- e. Endowment, reserve, unrestricted fund balance is for fiscal year ending: MM/DD/YYYY
- f. Does this grant include a fiscal sponsor? (Golden LEAF expects the applicant organization to have fiscal responsibility for the grant.)

3. **Full Application**

a. **Project Title**

b. **Program Area** (Select CBGI - Community-Based Grants Initiative.)

c. **Amount Requested** (This must be no more than the amount endorsed by the county manager)

d. **Project Budget**

The total cost of the project including the amount requested from Golden LEAF.

e. **Project Summary** (1150 characters maximum)

Briefly describe project implementation, how the project will meet the priority funding area selected above, and how it will benefit tobacco-dependent, economically distressed, and/or rural communities and the people who live there. Describe how you will implement the program of work for the project.

f. **Sustainability** (1000 characters maximum)

Describe plans to sustain funding for the project beyond the grant or explain why continued funding is not needed.

g. **Outcomes Summary** (1000 characters maximum)

Describe project's expected deliverables and results. How will progress and success be measured? Address Golden LEAF priority outcomes. (See the **Project Outcomes** section below for a list of priority outcomes.)

h. Organization History (1000 characters maximum)

Briefly describe the organization's history, current programs, and accomplishments. Include a short summary of the organization's mission, goals, and objectives. [Optional for governmental entities]

i. Geographic area in NC where project work will be conducted

Where will project work be conducted? Select all that apply.

j. Geographic area served by the project

Select all counties directly impacted by the project.

4. Priority Outcomes

a. Priority Outcomes

Select the priority outcome(s) to be achieved as a result of the project, baseline value(s), the target(s) to be achieved, the target date(s) by which the outcomes will be achieved, and the source(s) of data that will be used to verify the project results. (See the **Project Outcomes** section below for a list of priority outcomes.)

b. Other Project Outcomes

List qualitative or other project outcomes that are not Golden LEAF priority outcomes, with target results and achievement dates.

5. Project Activities

Identify key tasks required to achieve project outcomes. Provide a target completion date for each. (See the **Project Activities** section below for examples of activities.)

6. Project Time Frame

Period of time to accomplish project outcomes, which may extend beyond the grant term.

a. Project Begin Date

b. Project End Date

c. Project Term (Enter the number of whole months only, e.g., 12.)

7. Grant Term Information

Period of time over which Golden LEAF funds would be used.

a. Created by (Date): (will be prepopulated)

b. Start Date

c. End Date

d. Duration in months (Enter the number of whole months only, e.g., 12.)

e. Grant Agreement Date:

Application Attachments

All required attachments must be uploaded for submission of an application. If a required attachment is not available, please upload a document that explains why the attachment is not available. You will have an opportunity to provide supplemental or additional information later. Please be sure to use file names that describe the document uploaded. If you have multiple documents for an attachment, please merge prior to uploading.

Required	Attachment File Name	Description
✓	Certification and Signature Form	Download the document from the CBGI Resources Page . Document should be signed and dated by two authorized officials of the applicant organization. For 501(c)(3) organizations, one signatory must be a member of the applicant's board of directors.
✓	Project Budget	Download the file from the CBGI Resources Page and follow guidelines. Upload this document in Excel format. Do not convert to PDF or other file format.
✓	Board of Directors	List of the applicant's board members along with their addresses and occupations. For governmental entities, this is the list of members of the governing body, e.g., town council or county commissioners.
✓	Evidence of Tax-Exempt Status	For 501(c)(3) organizations, a copy of the current IRS exemption determination letter. For governmental entities, a statement of governmental status.
✓	Most Recent Fiscal Year-End Financial Statements	PDF of audit (if available) or financial statements including the Balance Sheet, Statement of Financial Position, and Statement of Cash Flows, or a link to these documents if available online.
✓	Organization's Budget for the Current Year	Applicant's budget for the current year or a link if available online.
✓	Organization's Budget for the Period Covered by the Grant Request	Applicant's budget for the period covered by the grant request, if available. If the budget is not available, provide a brief statement explaining why, e.g., it has not yet been adopted. If available online, you may provide a link.
✓	Most recent management letter/report on internal controls	For 501(c)(3) organizations and governmental entities - Auditor's management letter or report on internal controls, if available.
✓ For 501(c)(3) orgs only	Prior two years of audits or financial statements	For 501(c)(3) organizations only - PDF of audit or financial statements including the Balance Sheet, Statement of Financial Position, and Statement of Cash Flows, or a link to these documents if available online.
✓	Organization Information	One page maximum. The following are suggested topics to address, not required subheadings. <ul style="list-style-type: none"> • Provide an overview of the organization's history and activities. • Address activities relevant to the project under consideration. • If a collaboration, focus on the applicant but reference the participating organizations.
✓	Proposal Description	Three pages maximum. The following are suggested topics to address, not required subheadings.

Required	Attachment File Name	Description										
		<ol style="list-style-type: none"> 1. What issue does the project address and how does the project address it? 2. Who are the key participants that will implement the project? 3. How does this project complement rather than duplicate existing resources or services? 4. Why is the applicant the appropriate organization to implement the project and what are the roles of other organizations in the project? 5. What other resources are available for this project and are they committed? 6. What are the timeline and key activities? 7. How will the project continue after Golden LEAF funding is expended? If ongoing funding is needed, what sources will be available? 										
✓	Outcomes Narrative	<p>One page maximum. The following are suggested topics to address, not required subheadings. See the Project Outcomes table, below, for Golden LEAF priority outcomes. Required in addition to the project outcomes and activities section included in the online application.</p> <ul style="list-style-type: none"> • Describe how you derived the projected outcomes you selected for your project and how you will track the outcomes. • If an outcome will measure change, e.g., program expansion, document the starting point/baseline from which the outcome will be measured. • What data will you use to support reported outcomes and how will you gather it? <p>Focus on Golden LEAF priority outcomes. You may describe other outcomes, but only after fully addressing Golden LEAF priority outcomes.</p> <p>Project outcomes should be</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">S</td> <td style="text-align: center;">M</td> <td style="text-align: center;">A</td> <td style="text-align: center;">R</td> <td style="text-align: center;">T</td> </tr> <tr> <td style="text-align: center;">Specific</td> <td style="text-align: center;">Measurable</td> <td style="text-align: center;">Attainable</td> <td style="text-align: center;">Realistic</td> <td style="text-align: center;">Time-specific</td> </tr> </table>	S	M	A	R	T	Specific	Measurable	Attainable	Realistic	Time-specific
S	M	A	R	T								
Specific	Measurable	Attainable	Realistic	Time-specific								
✓	Project Staff	List staff who will be involved in the project, their length of service, brief job descriptions, and their roles in the implementation of the project.										
✓ For 501(c)(3) orgs. only	Major Contributors	For 501(c)(3) organizations only - List the major contributors to the organization and the amounts given for the current year										
Optional	Community/ County Partners	If the project serves or benefits multiple communities or counties, list contact information for your partners in those communities or counties										
Optional	Business Plan/ Strategic Plan/ Feasibility Study	If the project has a business or strategic plan or is the result of a feasibility study, submit copies of those documents, as applicable.										
Optional	Other	Any other project related information										

Project Outcomes

Select Golden LEAF priority outcomes as prompted in the grant portal, which represent:

- Goal(s) to be achieved by the end of the project
- Metric(s) against which Golden LEAF would measure project performance

	Unit of measure/ Description	Source of data (Examples below)
Investment in publicly owned infrastructure	\$	Public Utility records / construction documents
Investment in privately owned property, plant and equipment	\$	County tax records/ construction documents/award letters
New full-time jobs created	Number of FT jobs	NCUI 101/Employer certifications/payroll records
Average annual wage of new full-time jobs	\$ (average wage of new jobs)	Employer certifications/ NCUI 101/payroll records
Increase in students completing at least one curriculum program in the area(s) funded (academic certificate, diploma, degree programs)	Unduplicated student course/program completers (annually)	Colleague/Datatel/Power School
Increase in students successfully completing at least one continuing education course or program in the area(s) funded (Con-ed or customized training certificate programs)	Course/program completers (annually)	Colleague/Datatel/Power School
Increase in students earning at least one industry/3rd-party certification, license, or other non-academic credential in the area funded	Unduplicated students earning an industry credential (annually)	NIMS/AWS/MSSC/ other industry certification reports
Students completing CTE pathway in area(s) funded	Unduplicated high school student course/program completers (annually)	Colleague/Datatel/Power School
Students participating in work-based learning	Unduplicated number of students in WBL (annually)	WBL host-organization records/Program records
Students receiving meaningful exposure and opportunities to explore local career opportunities	Unduplicated participants (annually)	Course/module participation records/industry host records
Number of participants at agricultural trainings (e.g. field days, etc.)	Participants	Participant sign-in sheets
New publications directed towards farmers	Materially unique publications	Publications distributed to and for farmers
Monthly use of agricultural facilities that benefit farmers	Farmer-users	Ag facility records
Other [Provide comparable information in the designated "Other Project Outcomes" field.]		


Project Activities

Enter **key** activity areas, up to eight (8), that are required to achieve the outcomes for this project. Details of those activities will be reported to Golden LEAF as part of required updates should a grant be awarded. Enter the target achievement date for each activity. Examples of activities for each priority funding area are below the table.

▼ Project Activities

Identify key tasks required to achieve project outcomes. Provide a target completion date for each.

○ Activity 1

○ Activity 1 Target Date 

Examples of key activity areas

Job Creation and Economic Investment

- Initiate bid process and award contract(s)
- Pre-construction activities complete (design, engineering, permitting, etc.)
- Construction complete/Certificate of Completion or Certificate of Occupancy issued
- Recruitment and hiring

Workforce Preparedness

- Design and approval of curriculum
- Establish work-based learning opportunities (internships, pre-apprenticeships, apprenticeships, etc.)
- Purchase, install, commission equipment
- Initiate bid process and award contract(s)
- Construction commences (pre-construction activities completed)
- Construction complete/Certificate of Completion or Certificate of Occupancy issued
- Recruitment and hiring
- Professional development for instructors (on new equipment, etc.)
- Marketing and recruitment of students
- Design and implement process for tracking student employment in area of study

Agriculture

- Design and implement training
- Conduct training sessions
- Publish and distribute informational materials
- Purchase equipment
- Establish and implement process for equipment use, recordkeeping, and maintenance