**Cleco Community Fund**

**PURPOSE** The Cleco Corporation Holdings, LLC has a long history of robust philanthropic involvement in the communities it serves. With an interest in maximizing the impact of their giving, the Cleco Community Fund has been established to support nonprofit organizations doing critical work in the Northshore Region.

The Cleco Community Fund seeks to make grants in the areas of education, youth programming, low income, and health and wellness. Through this funding, Cleco seeks to advance organizations that value transparency, integrity, accountability and demonstrated impact. Funding for this cycle is to support programs and projects serving St. Tammany Parish.

**ELIGIBILITY** The organization, or its fiscal agent, must be tax exempt under Section 501(c)(3) of the Internal Revenue Code. A fiscal agent must submit a letter of agreement.

**GENERAL RESTRICTIONS** The Cleco Community Fund does not make grants to individuals, private business ventures or partisan political organizations. Funding will not be awarded for ongoing, recurring budgetary items. Grant awards up to $15,000. **Deadline to apply is April 20, 2018.**

**GRANT PROCEDURE**

**Proposal Summary:** Every application must include a summary which provides the following:

* Project name
* Organization’s address
* Organization’s phone number
* Organization’s fax number
* Chief executive officer/senior official
* Senior official’s email address
* Board approved mission statement
* Web page/social media address
* Description of the project (no more than 3 sentences)
* Compelling reason for the project
* Amount requested
* Program or project director’s name
* Project director’s phone number
* Project director’s email address
* Project area of interest
* Geographic region
* Project start/end date
* How Cleco will be recognized as a donor

**Narrative Section**: The application should be no longer than two typed pages and should include the following information:

* A concise history of the organization with an overview of current programs and activities;
* A description of the challenge to be addressed by the project;
* A detailed description of the project, including strategies, measurable objectives, and a timetable. Note if the project is a replication of a successful evidenced-based model;
* A plan for continuing the project once the Foundation’s funding ends;
* A plan for evaluating the project.

**Attachments:**

1. Narrative
2. The names and qualifications of the persons responsible for carrying out the program.
3. A detailed project budget and budget narrative, including income sources and expenditures, as well as a list of proposed funders for this project.
4. A list of the organization’s board members including the board members’ principal occupations.
5. Financial statements, including the organization’s operation budget, balance sheet and statements of support, revenue, and expenses for the last completed fiscal year.
6. A signed memorandum of understanding with the fiscal agent, if applicable.
7. A copy of the IRS letter of determination stating that the organization is tax-exempt or a copy of the organization’s fiscal agent’s letter of determination along with a letter from the organization stating its willingness to serve as fiscal agent.

**Reporting Information** Organization will be required to provide a final report on objectives within one hundred eighty (180) days of grant award. This will provide the outcomes and measures of the program to the Foundation. Please include any media clippings, advertisements, event/program photos, etc.

If the organization is selected to be awarded funding, a statement from the organization’s board of directors authorizing the request and agreeing to implement the project will need to be secured prior funded.

I certify that the information provided is accurate and true.

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 Executive Director Date

Please contact Carla Mouton at cmouton@northshorefoundation.org or (985) 893-8757 with questions.

Applicants should submit their completed proposal by **April 20, 2018,** to:

**CLECO COMMUNITY FUND**

**Northshore Community Foundation**

**807 North Columbia Street**

**Covington, Louisiana 70433**

