

# 2020-2021 Cornerstone Legacies Foundation Nonprofit Assistance Funds Application

PURPOSE: To leverage funds in order to help nonprofits further their own missions.

Deadline  
Friday, April 3, 2020

Cornerstone Legacies Foundation  
8901 Greenway Commons Place STE 100  
Louisville, Kentucky 40220  
(502)656-3335

[CornerstoneLF.org](http://CornerstoneLF.org)



# Cornerstone Legacies Foundation Nonprofit Assistance Funds Application

Funding Period July 1, 2020-June 30, 2021

## NOTICE – PLEASE READ THE FOLLOWING STATEMENT

Proposals often receive low scores because applicants fail to follow instructions leading to uncertainty about the project goals and intended results. The clearer the details, the fewer questions a reviewer will have about the validity/feasibility of a proposal. Applicants also stand a better chance of success if they adhere to the required components of the application and information package. Please contact Cornerstone Legacies Foundation (CLF) if there are questions about aspects of the proposal.

### BACKGROUND

Cornerstone Legacies Foundations Nonprofit Assistance Program was established in 2017 by the board at the time.

Priority will be given to nonprofits based on their projected long-term impact.

### Who Can Apply?

Any 501(c)(3) nonprofit shall be eligible to apply.

### NONPROFIT ASSISTANCE

#### 1. NONPROFIT ASSISTANCE INFORMATION

- a. Applicant shall demonstrate that the nonprofit will remain financially viable after funds have been expended.
- b. Applicant shall submit quarterly reports on October 16, 2020, January 15, 2021, April 16, 2021 and a final report on July 16, 2021. The project deadline is June 30, 2021.
- c. The funds shall be spent by June 30, 2021, unless extended by written agreement between the applicant and Cornerstone Legacies Foundation. *Extension requests must be submitted no later than sixty (60) days prior to June 30, 2021.*
- d. In the application, provide an estimate based on a vendor quote for all purchases.
- e. Only one application per Nonprofit.
- f. Unspent funds and funds not expended in accordance with the agreement shall be returned to CLF within forty-five (45) days of board notification.
- g. No changes or substitutions are allowed after the agreement is accepted by CLF board without prior written approval from the board.

#### 2. INELIGIBLE EXPENDITURES for the Cornerstone Legacies Foundation Nonprofit Assistance Funds

- a. **Any expenditure prior to December 31, 2019.**
- b. The costs of preparing the application.
- c. Leasing of buildings or vehicles or building modifications and improvements in a property rented/leased from a private entity.

**2020-2021 Cornerstone Legacies Foundation  
Nonprofit Assistance Application  
Submission Details**

Send the completed application to:

Cornerstone Legacies Foundation  
ATTN: James Russell Bushong, Director  
8901 Greenway Commons Pl. STE 100  
Louisville, KY 40220

**In order to be eligible for funds, the application  
MUST BE postmarked no later than Friday, March 27, 2020  
or hand-delivered to Cornerstone Legacies Foundation  
no later than 4:00 pm on Friday, April 3, 2020.**

**Most frequent errors seen on applications:**

- 1) Failure to address all items.
- 2) Failure to provide details about the validity of financial viability of a nonprofit.
- 3) Failure to adhere to the required components of the application and information package.

**2020-2021 Cornerstone Legacies Foundation  
Nonprofit Assistance Funds Application**

Cornerstone Legacies Foundation  
8901 Greenway Commons Pl. STE 100  
Louisville, Kentucky 40220  
(502)656-3335 CornerstoneLF.org



**PART A SECTION 1 – Applicant Information**

Applicant Name:		Nonprofit Name:	
Address:		Phone:	
		Fax:	
City/State/Zip:		E-mail:	

Official Signatory for Applicant:		Position: <input type="checkbox"/> Board chair/president <input type="checkbox"/> Director <input type="checkbox"/> Founder
Address:		Phone:
		Fax:
City/State/Zip:		E-mail:

Public Charity Status:  509(a)(1) and 170(b)(1)(A)(i)- church or a convention or association of churches.  509(a)(1) and 170(b)(1)(A)(ii)- school.  509(a)(1) and 170(b)(1)(A)(iii)- hospital, cooperative hospital service organization, or a medical research organization.  509(a)(3)- organization supporting one or more public charities.  509(a)(4)- organization organized and operated exclusively for testing for public safety.  509(a)(1) and 170(b)(1)(A)(iv)- an organization operated for the benefit of a college or university that is owned or operated by a governmental unit.  509(a)(1) and 170(b)(1)(A)(vi)- an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public.  509(a)(2)- an organization that normally receives not more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions.  Other.

**SECTION 2 – Project Summary**

Provide a brief explanation of what funds will be used for (attach page for more room):

---



---



---

**SECTION 3 – Authorized Signature**

I hereby certify that the submission of this application has been duly authorized by the governing body of the entity, and that I am legally authorized to sign the application.

Printed Name	Signature	Date
--------------	-----------	------

**PART B****SECTION 4 – Details of Funds Usage**

Answer the following questions on a separate sheet of paper. Use additional pages as necessary. Each response must be numbered to correspond to the question. Applications will be evaluated based upon responses.

**A) Description**

- 1) List the service area by physical boundaries – include cities, counties, etc. that will actively benefit.
- 2) Are the benefits provided by the Nonprofit otherwise unavailable in the service area?
- 3) Describe how and why the requested funds are needed to further the Nonprofit's mission.
- 4) Provide a 12-month timeline for the implementation of funds.

**B) Advertising**

- 1) What media type (specify radio, TV, newspaper, social media etc.) will you use to advertise your nonprofits partnership with Cornerstone Legacies Foundation? Describe the proposed advertising. Include the target audience and media to be used.
- 2) Identify any advertising partners and how/what each will contribute.

**C) Service or Personnel**

- 1) What is the Service type you are seeking or the position you are looking to create?
- 2) List hourly rate and number of hours projected to work.

**D) Project Sustainability**

- 1) Describe how the nonprofit will remain financially viable after grant funds have been expended.
- 2) Identify potential sources of revenue that could be generated for your nonprofit from the use of these funds. Is it anticipated that the funds will generate revenue?
- 3) If the funds will be used by multiple groups, explain the various partners' roles and contributions.
- 4) Describe the criteria and methods to be used for measuring success of the funds use.

**PART B SECTION 5 – Use of Funds**

Complete the budget table below. The cost should be an estimate based on a vendor quote. Complete for all areas that apply

Equipment Requests – List in order of priority - #1 would be the first choice.		Estimate
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		
6 <sup>th</sup>		
7 <sup>th</sup>		
8 <sup>th</sup>		
9 <sup>th</sup>		
Equipment Request Total=		
Program Advertising		Estimate
Advertising Total=		
Service or Personnel		Estimate
Service or Personnel Total=		
Other – Specify		Estimate
Other Request Total=		
Equipment + Advertising + Other		<b>Total Fund Request</b>

## Contacts for Additional Information

Cornerstone Legacies Foundation  
8901 Greenway Commons Pl. STE 100  
Louisville, Kentucky 40220  
CornerstoneLF.org

### Funds Assistance Section

Michael Erskine (Executive Director)	(502)656-3335	<a href="mailto:MErskine@CornerstoneLF.org">MErskine@CornerstoneLF.org</a>
James Russell Bushong (Director)	(502)656-3334	<a href="mailto:JBushong@CornerstoneLF.org">JBushong@CornerstoneLF.org</a>