



LEAF

LOCAL ENHANCEMENT & ADVANCEMENT FUND

NORTH ELBA / ESSEX COUNTY
NEW YORK



MISSION STATEMENT

To provide funds for programs, activities and facilities that will have direct benefits to our communities and improve the quality of place for both residents and visitors.



North Elba Local Enhancement and Advancement Fund (LEAF)

The North Elba LEAF is a dedicated and ongoing fund available for non-profits, local governments and public sector organizations within the Town of North Elba. Monies for the fund are derived from a dedicated 2% Essex County occupancy tax that was implemented by the Essex County Board of Supervisors in June of 2020.

The North Elba LEAF prioritizes projects that demonstrate initiatives and are catalysts for new programming and/or projects which meet the mission of the fund. It is not intended to replace existing programs, or any of the existing responsibilities of eligible organizations. This program is intended for one time project funding and is not for recurring annual expenses or operational costs. The committee agrees at this time to create a capital project fund. This amount will be determined annually. The committee will have an annual budget meeting to review the capital project fund.

Grant approvals will be a two step process. The North Elba LEAF committee, after due diligence in reviewing all eligible applications, will make recommendations to the North Elba Town Board (NETB) for final approval. The North Elba LEAF committee will not exceed 11 members and members will be approved by the NETB. Committee support, grant administration and grant compliance will be provided by the Regional Office of Sustainable Tourism LEAF administrator. The committee will have the ability to grant a portion of the request. The committee reserves the right to review guidelines from time to time, and at a minimum annually, to make changes they deem necessary.

LEAF Information

Who is eligible?

- Nonprofits - any 501c organization
- Municipalities
- Public sector organizations
- Regional agencies

Funding Levels

- 0 - \$9,999
- \$10,000 - \$50,000
- \$50,000 + for large grants for calendar year

LEAF Applications

Criteria

- How a program/project will positively impact the community and visitors
- Addresses a significant need affecting the communities or special needs of the community
- Demonstrate their capacity to provide the necessary services using good administrative and financial management
- Shows the application is for a one time project/improvement, not for ongoing funding
- Applicants should provide a commitment to complete the project within a defined timeline

When evaluating requests, we also consider the balance of geography and the needs within our community.

Applicants requesting \$10k or more, will be required to provide additional information as requested by the committee.

Application Details

- Submit only one proposal per organization per grant program.
- Please only send information and materials requested in the grant program guidelines.
 - » Project description, goals and budget
 - » Timeline of project and will funding be needed
 - » Lead contact for project
 - » Larger projects may be subject to rolling funding
 - » Short narrative about community impact, needs met, what could be leveraged, magnifier effect



- » Your organization's status, administration, mission
- » Additional specific documentation may be requested depending on the request
- » Smaller grants will be required to submit a grant summary at the end of the project

\$50,000+ Application Requirements

- The project must have clear, realistic, measurable goals and outcomes that will be achieved
- Funding will be determined specifically to the individual projects
- Has the ability to leverage resources through other funding, in-kind donations, secured volunteers and partnerships (not required to have leverage, but is important to know)
- A full budget must be submitted with a secondary budget with a reduced amount
- May request past audit for verification of financial stability
- A representative from application will be available to answer questions to the North Elba LEAF
- Project must stay on timeline with reporting to the North Elba LEAF committee as draw-downs are requested
- The North Elba LEAF committee reserves the right to request any additional information to assist in making the determination of funding
- Applicants will be requested to present to the committee to review the grant application, answer questions, and potentially supply additional information

NOT FOR PROFIT:

- Describe your organization including mission, principal activities and population served
- How does your organization ensure it is being responsive to the cultural and linguistic needs of its clients/constituents?
- List your organization's key ongoing programs
- Describe your organization's track record for collaborating with other organizations working to meet similar needs or provide similar services
- Describe any significant organizational changes to your organization over the last three years (e.g. leadership changes)
- Indicate if your organization has an independent board of directors
- Current boards of directors. Names and affiliations
- Does your organization have a written conflict of interest policy for both its staff and board?

- Indicate whether your organization employs a general counsel or retains the services of an outside counsel
- If outside counsel is employed, please list name and firm
- Attach your most recent financial statement
- Attach your most recent audit statement. Provide the name of the accounting firm that issued the opinion
- Attach your implementation timeline
- Attach your program budget
- Attach a reduced program budget reflecting a 25% funding reduction

Grant Cycle Timeline

Applications less than or equal to \$50,000 will be reviewed two times a year.

- **Round 1:** Applications must be submitted no later than February 1 and approved by the North Elba Town Board no later than May.
- **Round 2:** Applications must be submitted no later than September 1 and approved by the North Elba Town Board no later than November.

Applications for more than \$50,000 will typically be reviewed one time per year.

- Applications must be submitted no later than February 1 and submitted to the North Elba Town Board for approval no later than November
- All applications must be completed in their entirety in order for it to be considered eligible
- LEAF administrator cross-checks the legal name and address of each applicant and checks for required signatures and forms
- Prescreening: LEAF administrator reviews each proposal to determine if it meets the required grant program criteria
- Review: The North Elba LEAF committee reviews all funding applications. Each project must pass a two-stage approval process prior to receiving funding. The LEAF committee first thoroughly reviews all applications and conducts interviews as needed. The committee then makes funding recommendations to the North Elba Town Board. Before a project is recommended to the NE Town board, 70% of the voting members of the North Elba LEAF committee must affirm the decision to fund, or all voting committee members minus one in case of absentees or abstentions.



- Grant decision meeting: Reviewers present summaries and recommendations, discuss proposals, and make final award recommendations, as a committee, to the Town of North Elba board
- The LEAF Administrator will monitor the grant expenditures once the grant has been approved
- The committee will have the ability to grant a portion of the request

Not Typically Funded

- Grants for individuals
- Capital campaigns
- Deficit financing
- Endowments
- Political organizations or campaigns
- Lobbying legislators or influencing elections
- Fundraising events
- Core operating expenses for public sector, government or not for profits
- Projects that are typically the funding responsibility of federal, state or local governments
- Scholarship programs; however, exceptions are made for summer camp or afterschool program scholarships
- Projects that have already taken place
- Expenses already incurred
- Religious activities, including, but not limited to, religious services, promotion of religious beliefs, or activities that are restricted to church or religious group membership

Grant Proposal Review Rubric

AVAILABLE ONLINE AT WWW.ROOSTADK.COM/LEAF

North Elba Community Tourism Enhancement Fund

Grant Proposal Review Rubric:

This matrix is used to prioritize the review process and not the deciding factor of the decision making process.

Grant Proposal Submitted by:		
Applicant is Eligible Y___ N___		COMMENTS
Conflict of Interest Y___ N___		
All Proposal Materials are submitted. Y___ N___		
Applicant will leverage other resources with this project, either financially or in-kind Y___ N___		
Has the applicant received funding from this fund in the past? Y___ N___		
Organizational reputation, history, leadership, capacity	(1 - 5)*	
Proposed project matches our mission and priorities.		
Project description is clear and professionally presented.		
The applicant demonstrates community need for this project		

Grant Report

AVAILABLE ONLINE AT WWW.ROOSTADK.COM/LEAF

Items to Review Annually

1. Capital Project Fund amount
2. Review guidelines for edits
3. Application requests
4. Grant Reports

Grant Report:

A grant report will be required to be submitted six months after the grant is awarded. For larger projects, every six months until the project is completed.

Please stay within the 500 word limits

Name of Grantee:

Date:

Submitted by:

Title:

Date the grant was awarded/amount:

1) Is your project complete? If not, when will it be finished? If this is a longer term project, are you on schedule?

2) How did your project meet community needs, and was it a success? Please demonstrate how you measured this success, specifically.

3) Did your plans/ timeline change in executing this project? If yes, explain why. With hindsight, how would you have conducted this project differently?

4) Submit a total project budget that clearly indicates how LEAF grant funds were spent. (Please attach)

5) Did you have unexpected expenses or a redirection of expenses? Please explain.

6) Were there any changes to the structure, leadership, or capacity of your organization during the project?

7) Do you have any suggestions for LEAF to improve its granting process?



Committee Members

- Catherine Beamis – St. Agnes School Principal, Wyatts/Eleanor's Pasta Kitchen
- Dick Cummings – Town Representative
- Art Devlin – Village Representative
- Matt Donahue – Community Member
- Chris Ericson – Lake Placid Pub & Brewery/Big Slide Brewery & Public House
- MJ Lawrence – ROOST Representative
- Jim McKenna- ROOST Representative
- Andrew Milne – Saranac Waterfront Lodge
- Val Rogers – Community Member
- Jenn Webb – Golden Arrow Lakeside Resort
- Andrew Weibrecht – Mirror Lake Inn Resort & Spa

