



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 fund available annually to grant applicants that are non-profits, local governments, and public sector organizations that serve the Town of North Elba community. 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 meet the mission of the fund and are catalysts for new programming or offerings for the community. LEAF grants are not intended to fund current iterations of programs for 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 the inception of LEAF to create a capital project fund; the total of this fund will be determined annually at an annual budget meeting.

Grant approvals of full or partial awards will involve a two step process. The North Elba LEAF committee, after diligent review of 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 who will be approved by the NETB. Committee support in the service of grant administration and compliance will be provided by the Regional Office of Sustainable Tourism (ROOST) LEAF administrator. The committee reserves the right to review guidelines at a minimum annually to make changes they deem necessary.

LEAF Information

Who is eligible?

- Non-profits - any 501c organization serving the social, cultural, or economic interests of our community
- 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: The Program/Project

- Will positively impact the community and its visitors
- Addresses a significant need of the community
- Will be executed by an organization that demonstrates sound administration and financial management
- Entails an initiative that will not depend on ongoing funding from LEAF
- Will be completed within a defined timeline
- Program or project must clearly be in North Elba or benefit North Elba residents

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
- Larger projects may be subject to rolling funding
- Recipients of grants will be required to submit a Grant Report at the end of the project
- Additional specific documentation may be requested, depending on the project
- All applications must be completed in their entirety in order for it to be considered eligible
- All applicants must submit: a description of your organization, its principal activities, mission, and people served (250 word max)
 - » Lead organizational contact for project and contact info for staff involved in project and title(s), and list of administrators and Trustees or Board of Directors



- » Project description detailing goals, community impact, needs met, and leveraged resources, if applicable (300 words max)
- » Explanation of how you will measure success and outcomes (150 word max)
- » Timeline of project (50 words max) and project budget (1 page max) and organizational budget (1 page max)
- » Explanation of how organization responds to the cultural and linguistic needs of its clients/constituents
- » Latest Financial Audit and 990 form, if available

Additional Application Requirements for Projects over \$50,000

- A comprehensive project budget must be submitted with a secondary, lean budget reduced by 25%
- A comprehensive budget of the organization is also required
- A representative from the organization will be available to answer questions from the North Elba LEAF Committee as the grant application is reviewed
- If a project receives rolling funding, reporting on timeline and goals achieved must be presented when drawdowns are requested
- The North Elba LEAF committee may request additional information to assist in funding decisions
- A comprehensive, multi-month timeline with clear milestones must be submitted

If Applicable:

- List and describe 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 changes to your organization over the last three years (e.g. leadership changes, restructuring)
- Indicate if your organization has an independent board of directors
- 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

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.

The Process

- 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 NETB, 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 NETB
- 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 a 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 or will take place prior to approval by North Elba Town Board
- 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

Local Enhancement and Advancement Fund Grant Proposal Review Rubric:

This matrix is used to enhance the review process and not the deciding factor of the decision making process.
All Applicants being reviewed are eligible to apply, applications are complete and there is no known conflicts of interest.

Grant Proposal Submitted by:		
Committee Member Name:	Score	Notes
The project uses LEAF 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. Scale 0-5		
The project has secured additional sources of funding or has demonstrated that funding will be leveraged or combined with other funding to accomplish the goals. Scale 0-3		
The budget and secondary budgets were clearly presented and judged to be viable. Scale 0-5		
The project is ready to be implemented. (Location secured, contractors have provided estimates, staff identified, maintenance plan in place, as applicable). Scale 0-5		
The project includes a long term maintenance plan. Scale 0-3		
The project fulfills a community need. Scale 0-5		
The project addresses accessibility, diversity, and inclusion as it pertains to our residents and visitors. Scale 0-5		
The project enhances quality of life for our residents. Scale 0-5		
The project enhances the visitor's experience. Scale 0-5		
The project will not be in direct or indirect competition with businesses operating in our area. Scale 0-5		
The project has measurable results. Scale 0-3		
The project has a long term impact to the community and visitors or includes a legacy component. Scale 0-3		
Total Score:		

<input type="checkbox"/>	Recommend Full grant	<input type="checkbox"/>	Fund if money is left after priorities
<input type="checkbox"/>	Recommend partial grant	<input type="checkbox"/>	Not recommended

*Conflict of interest-

- Any committee member who is affiliated with an application will recuse themselves from the review process or any discussion on the application .
- Any committee member who stands to gain personally



Grant Report

AVAILABLE ONLINE AT WWW.ROOSTADK.COM/LEAF



Local Enhancement & Advancement Fund
2608 Main Street, Lake Placid, NY 12946

Grant Report

This grant report will be required to be submitted six months after the grant is awarded. For incomplete projects, every six months until the project is completed. Completed reports can be mailed to the address above or emailed to info@northelbaleaf.org.

Name of Grantee: _____ Date: _____

Submitted by: _____ Title: _____

Date the grant was awarded/amount: _____

Report Narrative: Please stay within the 500 word limits.

1) Please describe how your project was successful and met objectives. Describe where you may have fallen short.

2) Is your project complete? If not, when will it be finished or why are you unable to complete the project? If this is a longer term project, are you on schedule?

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) Give a detailed budget that explains specifically how you spent grant monies for this project. If you have not finished the project, specify how remaining grant monies will be spent. Did you have unexpected expenses or a redirection of expenses? Please explain.

5) Do you have any feedback for the LEAF committee about the granting process?

Please feel free to share images of your project!

Committee Members

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

