

# Live Like Rylee Foundation Grant Making Guidelines

The desire of the Live Like Rylee Foundation is to provide funding to eligible grant seekers in a fair, timely and equitable manner subject to simple, clear, and concise guidelines. These guidelines are meant to be used as the primary basis for the grant making process but are not exhaustive. The Board of Directors of the Foundation reserves final authority to make necessary alterations or exceptions through due process as called upon.

Funding of applicants must be approved by a two-thirds of the entire LLR Board of Directors. For a grant to be considered, the request must be:

- 1) Aligned with the mission of LLR Foundation, **“Live Like Rylee (LLR) honors the life of Rylee Taylor through support of local student ministries, faith-based initiatives, and families affected by cancer or other medical hardships.”**
- 2) Submitted by an approved church or 501(c)(3) nonprofit tax-exempt organization for the purpose of:
  - a. Funding faith-based student ministries
  - b. Assist families dealing with medical crises or medical related hardships
  - c. Assistance to students for attendance at church camp or similar activity
  - d. Financial assistance for missions

## Grant Application Submission

Applications for standard grant cycles will be accepted four times annually. Deadlines are as follows: February 1, May 1, August 1, and November 1. Exceptions may be made for grant requests received after these dates subject to pre-approval by a screening committee.

Requests for emergency funding outside of, in addition to, or following the standard cycles must be pre-approved by a special process before a formal application may be submitted. Board-initiated discretionary grant requests up to \$1,000.00 that meet the criteria outlined in the aforementioned items 1 and 2 may be awarded.

The Board or a grant review committee will screen the applications within 5-7 days of receipt and request additional information from applicants, as necessary.

## Application Procedures

Grant application procedures, also listed on the Foundation website ([www.livelikerylee.org](http://www.livelikerylee.org)), include:

1. An organization applying for a grant must download and submit a completed copy of the Application Form to the Foundation no later than the prescribed due dates. Applications must be emailed to [grants@livelikerylee.org](mailto:grants@livelikerylee.org), before midnight (CST) on these dates. The Foundation will send an acknowledgment email upon receipt. Applicants (organizations) should contact the Foundation if not notified of confirmation of receipt within 48 hours of submission.

2. Only the following should be submitted:
  - a. The single-page Application Form
  - b. Most recent year-end statement of financial position of the organization (if not already submitted)
  - c. Current statement of financial position and, if necessary,
  - d. The Grant Impact Follow-up Report Form.

*No handwritten applications will be accepted and no other materials other than those specifically requested, including cover letters, will be reviewed at this time.*

3. Upon receiving an application, the Foundation will conduct a full review within 5-7 days. Following this review, additional steps may be deemed necessary which could include an applicant interview, a site visit, and/or request for further information.
4. Once grants are approved by the Board, applicants will be notified in writing and email of the results of their application on or before the 1<sup>st</sup> of the month following the deadline for application.
5. All grantees are required to submit a grant impact follow-up report to the Foundation within 60 days of use of funds or before further request for funding. This form is available for download from the Foundation website.

Grant requests for retroactive purposes will not be considered. Requests must be for a current or future need or event. The Foundation will not consider funding for budgetary short falls or debt retirement.

There are no geographic restrictions for organizations. However, grant seekers are required to meet standard criteria before submitting application and organizations in the Permian Basin will be given priority consideration for funding.

The guidelines for funding may be amended from time to time by majority vote of the Board of Directors providing the changes continue to align with the stated purpose of the Foundation.