2026-2027 Trusted Response Fund: Phase II

Lehigh Valley Community Foundation

Trusted Response Fund Application Overview

Thank you for your interest in applying to the Lehigh Valley Community Foundation's Trusted Response Fund: Phase II!

The grant application due date is Monday, November 23, 2026, at 11:59 PM.
For full grant guidelines, please visit https://lvcfgrants.org/trusted-response-fund

Please read the below information to assist in answering application questions.

- **Video or Voice Recording**: To use the video/audio response option, please record your video or voice recording in a format that allows you to share a URL for viewing or listening. Insert the video or voice URL as your response to the associated question. See each individual question for the time limit for your response.
- **Character Limits**: You do not need to fill the character limits specified with each question. Simple and short answers are welcome, as long as you have responded fully to the question.
- Filling out the application is an opportunity to engage among all levels of staff and board in application submission. Evaluators are looking for a level of organizational buy-in in project or strategy creation.

Copying Questions from Previous Applications:

- If you have already completed a prior grant application and, where applicable, would like to copy your responses over, select "Copy Previous Answers" on the top right of this application and then select the relevant process, and click the "Copy Answers" button.
- You will still be able to edit your responses to these questions after they have been copied over.
- If you applied to last year's Trusted Response Fund cycle, please double check your responses as some grant narrative questions have changed.
- *For step by step instructions, you can view the tutorial here.*

Your point of contact for support in this application is Robyn Weaver. Please contact her at robyn@lvcfoundation.org.

Process Disclosures

We value transparency as part of our evaluation and internal processes.

There are two process points that are important for us to share with you.

1. LVCF may use AI-assisted tools for certain administrative tasks (such as summarizing and categorizing applications, or reviewing financial information). These tools are not used to make funding decisions. Every application is read and reviewed by human staff and/or peer reviewers. By submitting, you consent to this use of AI, or there is an option to opt-out of the use of AI for narrative sections of your response by selecting the checkbox below.
2. We plan to share themes and applications with fundholders and foundations that have an aligned interest for additional funding consideration. By submitting, you consent to this application sharing, or there is an option to opt-out by selected the checkbox below.

Process Options

Please select the response(s) that reflect your consent regarding our use of Artificial Intelligence and sharing of Trusted Response Fund applications with fundholders and foundations.

Even if you opt out below, LVCF will use AI to review publicly available information.

****YOU ARE AUTOMATICALLY OPTED INTO CONSENT UNLESS YOU SELECT ONE OR BOTH OF THE BELOW OPTIONS****

Choices

I do NOT consent to the use of Artificial Intelligence
I do NOT consent to the sharing of my application with fundholders/foundations

Organization Description

Organization Overview*

Briefly describe an overview of your organization. Your overview could include your mission, history, or approach.

Character Limit: 3000 | File Size Limit: 60 MB

Nonprofit Services Offered - SELECT PRIMARY*

What types of services does your organization offer? Please select the PRIMARY service that your nonprofit offers.

Choices

Agriculture, fishing, and forestry
Animals
Arts, Culture or Creative Economy
Children & Youth
Civil Rights &/or Civic Engagement
Community & Economic Development
Education
Employment Services
Environment
Faith-Based Services
Food Access & Hunger
Health
Healthy Aging & Senior Care
Homelessness & Housing
Human Services
Human Trafficking
Identity-Based Services (ex: LGBTQ+, People with Disabilities, Specific Race or Ethnicity, etc.)
Mental Health
Substance Use
Other

If you selected other, please list what type of services your organization offers here:

Character Limit: 250

Nonprofit Services Offered - Select up to two additional services

What type of services does your organization offer? Please select up to two additional services that your nonprofit offers.

Choices

Agriculture, fishing, and forestry
Animals
Arts, Culture or Creative Economy
Children & Youth
Civil Rights &/or Civic Engagement
Community & Economic Development
Education
Employment Services
Environment
Faith-Based Services
Food Access & Hunger
Health
Healthy Aging & Senior Care
Homelessness & Housing
Human Services
Human Trafficking
Identity-Based Services (ex: LGBTQ+, People with Disabilities, Specific Race or Ethnicity, etc.)

Mental Health
Substance Use
Other

Populations Served*

Briefly describe the population that your organization serves. Please include any demographics, geography, ages, numbers, and any other relevant information.
Please submit this response in bullet list format for easier sorting.

Character Limit: 1000

Geographic Area Served*

What is the geographic area your organization serves? Please check all that apply.

Choices

Allentown
Bethlehem
Easton
Lehigh County
Northampton County
Upper Bucks County
Monroe County
Carbon County
Other

Other

If you checked other under Geographic Area Served, please list geographic areas served in the space below:

Character Limit: 250

Does your organization use a Fiscal Sponsorship?*

Choices

Yes, my organization uses a Fiscal Sponsorship
No, my organization does not use a Fiscal Sponorship

Trusted Response Fund Application Narrative

Project/Strategy Name*

If there is a pre-populated response in this field, please edit this field to reflect your chosen project/strategy name.

Character Limit: 250

Project Category*

Please select the category which you feel best aligns with your chosen strategy or project.

The category you choose will enable evaluators to group submissions by project category and evaluate by comparing similar projects. If you choose "other" and LVCF grants staff believe it fits in one of the able categories, it will be added to that category for evaluation purposes.

If you would like to see an example of a strategy or project in each category, follow the link here.

Choices

Purpose and Impact
Financial Sustainability
Strategic Response
Operational Efficiency/Effectiveness
Diversity, Equity and Inclusion
Other

Project Description

In this section, we are seeking to understand ***what happened****,* ***what you are proposing to do in response,*** *and* ***how this project/strategy will catalyze a lasting impact on your organization and/or the communities you serve****.*

Evaluators are reviewing this section seeking to understand:

- *The specific federal, state or local funding stream/policy change impacting your organization.*
- *The need or challenge your chosen project/strategy is addressing, and what informed your decision to develop this project/strategy.*
- *A clearly identified change/impact catalyzed by your chosen project/strategy and a clear description of the how this funding is removing barriers that you are facing in making this change.*

Please note: *This section is being prioritized in evaluation*

What happened?*

What specific federal, state or local funding loss(es) and/or specific federal, state or local policy change(s) have created the need for this project/strategy? This is where you should provide an overview explaining what or how funding was impacted or lost and/or what policy changes are leading to an increasing need or changing conditions you are responding to with this chosen project/strategy.

If you prefer to answer this question with a video or voice recording submission, please insert the URL of your submission in the space below. The maximum length of submission for this question is 1 and a half minutes (90 seconds).

Character Limit: 1500

How are you responding?*

1. **Provide a brief description of your project/strategy.** Please provide a clear description of a project that fits within your planned budget and within the grant timeline.
2. **How was this project/strategy chosen?** In your response, share about the process followed for project/strategy selection, who was included, and how you decided this was the right fit for the moment. *(evaluators are looking for buy-in from key people within and outside your organization).*

****Requests for general operating funding will not be considered****

If you prefer to answer this question with a video or voice recording submission, please insert the URL of your submission in the space below. The maximum length of submission for this question is 3 minutes.

Character Limit: 3000

How will this project/strategy be a catalyst for future change or impact?*

Describe the shift this grant makes possible, not just what it will fund.

1. **What will be different about your programming, organizational operations, and/or your impact on the community because of this support?** *Evaluators are looking for a clear connection between your chosen project/strategy and the change or impact you're anticipating.*
2. **How will this funding remove barriers to implementing this strategy/project?**

If you prefer to answer this question with a video or voice recording submission, please insert the URL of your submission in the space below. The maximum length of submission for this question is 2 minutes.

Character Limit: 2000

Strategic Positioning*

Evaluators are interested in what makes your organization unique, especially capable and/or effective in serving your client population(s) and/or community(ies) - especially in this moment you are responding to.

Below are examples of questions to consider as you describe your strategic positioning:

1. How are you uniquely positioned in the services you deliver?
2. How is your organization an essential part of the overall nonprofit landscape?
3. Why is your organization important in meeting this moment/crisis?

If you prefer to answer this question with a video or voice recording submission, please insert the URL of your submission in the space below. The maximum length of submission for this question is 3 minutes.

Character Limit: 3000

Project/Strategy Preparation*

What has your organization already been doing in support of implementing this project or strategy?

This question is being asked to provide evaluators with context on what, if anything, has been done in preparation of this intervention.

If you prefer to answer this question with a video or voice recording submission, please insert the URL of your submission in the space below. The maximum length of submission for this question is 2 minutes.

Character Limit: 2000

Project/Strategy Roles*

This is a three-part question. Please answer all questions relevant to your project/strategy.

1. **Please list who all will be involved in this project, their titles, organizational/business/community affiliation, and what they will be doing.** Please include information about consultants if you are choosing to outsource portions of the work.
2. **Please share if and how your organization has intentionally engaged individuals in this project who are in close proximity to the need or challenge, have expertise specific to the project or strategy, and/or have lived experience related to the project or strategy and its desired impact.**
3. **If you are planning on partnering with other organizations, please describe the nature of these partnerships and how they are contributing to the success of your proposed project or strategy.**

If you prefer to answer this question with a video or voice recording submission, please insert the URL of your submission in the space below. The maximum length of submission for this question is 3 minutes.

Character Limit: 3000

Project/Strategy Timeline*

Please share your proposed timeline of activities, including any key project milestones.

All activities of this project or strategy should be completed by **March 2028**.

Character Limit: 1000

Evaluation and Learning*

Please share your plan for measuring success, and how you will capture learnings throughout planning and implementation to inform future work.

If you prefer to answer this question with a video or voice recording submission, please insert the URL of your submission in the space below. The maximum length of submission for this question is 1 and a half minutes (90 seconds).

Character Limit: 1500

Project/Strategy Budget

Request Amount*

What grant amount are you requesting for your chosen project?

Grants can be requested within the range of **$20,000 to $40,000.**

Character Limit: 20

Budget Upload*

Please upload the budget for your proposed project or strategy. ***To support a consistent review process, we are requiring the use of our budget template.***

Click here to download the **required template**.

File Size Limit: 4 MB

External Funding*

Does your project/strategy revenue include an additional external funding source?

Choices

Yes
No

Fiscal Sponsor Information (if applicable)

This section is to be completed by organizations who have a Fiscal Sponsorship. Please answer the questions in this section as they pertain to your fiscal sponsor.

Copying Questions from Previous Applications:

- If you have already completed a prior grant application and, where applicable, would like to copy your responses over, select "Copy Previous Answers" on the top right of this application and then select the relevant process, and click the "Copy Answers" button.
- You will still be able to edit your responses to these questions after they have been copied over.
- *For step by step instructions, you can view the tutorial here.*

Fiscal Sponsor Name*

Character Limit: 250

Fiscal Sponsor Address*

List your fiscal sponsor's street address, city, state, and zip code.

Character Limit: 250

Fiscal Sponsor EIN*

Please write your Fiscal Sponsor's EIN without any dashes. Numbers only.

Character Limit: 9

Fiscal Sponsor Website

Input your Fiscal Sponsor's web URL.

Character Limit: 2000

Fiscal Sponsor Contact Name & Title*

Character Limit: 250

Fiscal Sponsor Contact Phone Number*

Character Limit: 15

Fiscal Sponsor Contact Email Address*

Character Limit: 254

Fiscal Sponsor Relationship*

Please upload documentation that demonstrated the fiscal sponsor relationship with the applicant organization. Examples include: MOU, fiscal sponsor agreement, or letter signed by both parties.

File Size Limit: 5 MB

Financial Documentation Requests

If you are using a fiscal sponsor, please answer the questions in this section as they pertain to your fiscal sponsor.

Organizational Budget*

Please upload a copy of your organization's current operating budget.

File Size Limit: 1 MB

Nonprofit Status*

Has your organization recently been incorporated within the last 3 years?

Choices

Yes
No
Other

Briefly explain if you indicated "other" above.

Character Limit: 500

Tax Filing Status*

Indicate which tax form you have most recently filed. If you are exempt from filing tax forms, indicate that in the drop down below.

Information about which form your organization is required to file is here.

Choices

Form 990
Form 990-EZ
Form 990-N (digital postcard)
Exempt

Upload your most recently filed tax form below.*

- **If you file a 990 or 990-EZ:** Upload your most recently filed form below. Indicate in the space below the tax year of your form. If it's prior to the most recent fiscal year, please provide an explanation why you are not including the most recent fiscal year's form.
- **If you file a 990-N or are exempt from filing:** Upload a copy of the organization's most recently compiled (internally or externally), reviewed or audited balance sheet and income statement.
- **If you are exempt:** Provide the reason the organization is exempt from filing in the space below, in addition to providing the most recently compiled, reviewed, or audited balance sheet and income statement.

Character Limit: 250 | File Size Limit: 20 MB

Financial Statements*

Audited Statements:

If you do have audited financial statements, please upload the signed *Independent Auditor's Report* from your most recently completed audit. This is in the form of a letter and is usually the first page of the audit report. If there are any significant findings, material weaknesses or going-concerns noted in the recent audit, please use the space below to provide an explanation.

No Audited Statements:

If you do not have audited financial statements, please provide reason below. If you already uploaded your financial statements in the previous question, you do not need to upload the statements again.

Please note: Organizations that are under certain revenue thresholds are not required to have an audit. Please see the revenue thresholds listed below. If that is the case for your organization, please indicate the reason for exemption in the below box as "under required revenue threshold".

Please note: Below are the auditing requirements for Pennsylvania nonprofit organizations.

- Organizations receiving more than $25,000 but less than $100,000 must submit internally prepared financial statements. In lieu of internally prepared financial statements, organizations receiving more than $25,000 but less than $100,000 may submit compiled, reviewed, or audited financial statements.
- Organizations receiving $100,000 and less than $250,000 must file compiled, reviewed or audited financial statements.
- Organizations receiving $250,000 and less than $750,000 must file reviewed or audited financial statements.
- Organizations receiving $750,000 or more must file audited financial statements. **Reviews and audits must be performed by an independent, licensed public accountant or an independent, licensed certified public accountant.**

Character Limit: 250 | File Size Limit: 15 MB

Are you registered with the PA Bureau of Corporations & Charitable Organizations?*

You can view information about the PA Bureau of Corporations & Charitable Organizations here.

If yes, upload a copy of your ***current*** certificate of registration from the PA Bureau of Corporations & Charitable Organizations.

If you are exempt, provide the reason the organization is exempt from registering. View the list of exemptions for registration here.

Character Limit: 250 | File Size Limit: 15 MB

Board Members*

How many members currently serve on your board?

Character Limit: 50

Organization Board*

Upload a list of the names of your organization's current Board members and their relevant experience (i.e. job title/organization).

File Size Limit: 1 MB