

## Instructions

# Community Investment Grant Grant Application

### Application Requirements

The Cox Charities Community Investment grant program is designed to assist nonprofit, 501(c)(3) organizations that further Cox Charities' mission to strengthen Cox communities through support of programs that positively impact Louisiana citizens in the areas of education, health and human services and the arts.

Cox Charities will award grants up to \$10,000 each. Community Investment funds are targeted toward programs that provide outstanding services benefiting communities in Cox Communications service areas.

*Southeast Louisiana-area communities include: **Acadiana:** (Abbeville, Arnaudville, Baldwin, Breaux Bridge, Broussard, Carencro, Cecilia, Centerville, Charenton, Church Point, Crowley, Delcambre, Duson, Erath, Franklin, Garden City, Jeanerette, Kaplan, Lafayette, Loreauville, Maurice, Milton, Morgan City, New Iberia, Patterson, Perry, Rayne, St. Martinville, Scott, and Youngsville), **Baton Rouge:** (Addis, Baker, Baton Rouge, Brusly, Carville, Clinton, Darrow, Denham Springs, Donaldsonville, Erwinville, Geismar, Gonzales, Gramercy, Greenwell Springs, Grosse Tete, Jackson, Lutchet, Maringouin, Plaquemine, Port Allen, Prairieville, Pride, Rosedale, Slaughter, Sorrento, St. Amant, St. Gabriel, Sunshine, Walker, White Castle and Zachary), **New Orleans:** (Ama, Arabi, Barataria, Boutte, Crown Point, Des Allemands, Destrehan, Gretna, Harahan, Harvey, Kenner, Killona, Lafitte, Meraux, Metairie, New Orleans, New Sarpy, Norco, St. Bernard, Violet, Westwego).*

**Note:** Only one application per organization will be accepted. Applications must focus on one specific program (non-event related) within your organization. Organizations that serve multiple metro areas (Baton Rouge, Lafayette and/or New Orleans) may submit one grant proposal per market. However, the proposed program must be limited to the provision of services within the Cox Communications service area in which the application is submitted. Organizations submitting multiple applications will be disqualified.

## **Requirements for Grant Applicants**

In order to qualify for Cox Charities grant funding, an organization must:

- Qualify for tax-exempt status under section 501(c)(3) of the IRS code
- Benefit communities in Southeast Louisiana Cox Communications service areas
- Work with other agencies in the public and private sectors
- Leverage other funding, public or private\*\*
- Measure and continuously evaluate the effectiveness of its nonprofit programs
- Practice sound fiscal policies and responsible financial management
- Fill a recognized need in the community without unnecessary duplication of others' efforts

\*\* Cox Charities Community Investment Grants only fund activities that are directly related to the provision of services. Applications must focus on one specific program within the organization. **Special or one-time events will not be considered.** Funding will not be given for capital campaigns, endowments or general operations. Funding will not be awarded to an organization if the Cox Charities Community Investment Grant is the only source of financial support.

## **Limitations**

Cox Charities does not provide support to:

- Individuals
- Political campaigns
- Athletic organizations or clubs
- Endowment funds
- Foundation that would utilize funding for external grant making purposes
- Organizations that discriminate on a religious basis
- Capital expenditures
- Facility/equipment upgrades (i.e. computers, televisions, phones)
- One-time events

All funds granted by Cox Charities are to be used exclusively for the program listed in the grant application. Grants will be limited to one per year, to be used within that year, unless otherwise specified. Organizations may reapply each year. Cox Charities reserves the right to accept or reject any application and to approve or disapprove any proposal for funding.

Cox Charities also reserves the right to change the application criteria at any time. Other limitations may apply and will be evaluated on an individual basis.

## **Grant Application Review Process and Notification Timeline**

Grant applications are reviewed annually by the Cox Charities Advisory Council, comprised of Cox Communications employees and a representative from the Baton Rouge Area Foundation. Funding decisions are based on the quality of the applicant's program, and service to the community in the areas of education, health and human services and the arts. Additional considerations include the scope of each program, the overall impact on the community, the number of people served and the validity and urgency of needs addressed. Preference is given to programs that provide a unique service not being duplicated in the community.

If funded, Cox Charities and the Baton Rouge Area Foundation may audit the financial records and conduct quality assurance audits of the organization at any time. Award funding will be terminated if false information is submitted or requested information withheld. Grant recipients will be required to submit an end-of-year report documenting program expenses and activities, and provide a guided site tour of the program facility for the Cox Charities Advisory Council upon request.

Applicants will be notified of their funding status in August. Funds will be distributed to recipients prior to December 31.

For additional information about Cox Charities Community Investment program, call (337) 456-4343 or visit [www.CoxCharitiesSoutheast.com](http://www.CoxCharitiesSoutheast.com).

### Organization Information

#### Organization Information

**Organization Name:**  
Shining Light Foundation

**Address**  
P.O. Box 60602

City	State	Zip Code
Lafayette	<None>	70596

**Organization's website address**  
[www.shininglightfoundation.org](http://www.shininglightfoundation.org)

**Describe your board approved mission statement.**  
(100 words)

Our board approved mission statement: "To provide assistance to individual children for academic, cultural and personal enrichment so that every child's light will shine." Since 1997, the Shining Light Foundation has made it possible for children to participate in activities, such as field trips, summer

enrichment programs, as well as provide means for children to obtain musical instruments to allow their participation in school bands and orchestra. The aim of our program is to increase equity and access to quality education and enrichment opportunities for children and youth in our community.

### Executive Director

Prefix	First Name	Last Name
Mr.	Joseph	Cilano

E-mail	Phone
cilanoj@gmail.com	(337) 945-3645

### Contact Person

Same as Executive Director  
No

Prefix	Contact First Name	Contact Last Name
Dr.	Carolyn	French

Contact E-mail	Contact Phone
carolyn.french@ubs.com	337-266-6055

### Non-Profit Status

Legal Name and Date Incorporated  
Shining Light Foundation - December 4, 1997

Tax ID Number  
72-1405319

Tax Status  
501(c)3

### Community Support

List of top ten supporters (corporate and foundation) for the last 12 months, including contribution levels  
Dr. Carolyn French and Mike Huber \$3,500  
UBS Charity Match Program \$3,050  
Pugh Family Foundation \$3,000

Jr. League of Lafayette \$2,500  
Pinhook Foundation \$2,500  
Chevron Human Kind Matching Gift \$1,335  
George and Janice Roane \$750  
All Seasons Nursery \$600  
Dr. Don Ennis \$400  
St. Martin Bank \$300

Total \$17,935

### **Eligibility Requirements**

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**Organization has current 501(c)(3) status under the Internal Revenue Service Code.**

Yes

**Organization is a nonprofit public benefit corporation organized and in good standing under the laws of Louisiana (or incorporated under the nonprofit corporation laws of other states and qualified to do business in Louisiana), and operates in accordance with duly adopted bylaws which clearly define the organization's purpose.**

Yes

**Organization has provided services to Louisiana-area residents continuously for a minimum of two years immediately prior to the date of this application.**

Yes

**Organization is governed by a volunteer Board of Directors or Advisory Council.**

Yes

**Board of Directors meets at least four (4) times per year.**

Yes

**Organization has written personnel policies and procedures, which includes a written cash reserve policy, approved by its Board of Directors.**

Yes

**Organization has written nondiscrimination policy and practices nondiscrimination in employment of staff, recruitment of volunteers and delivery of services.**

Yes

**Organization conducts a financial audit if annual total support and revenue is \$100,000 or over, or a review if annual total support and revenue is under \$100,000. The audit or review must be prepared on an accrual basis with fund and functional accounting, compiled by an independent Certified Public**

Accountant, in accordance with the Standards for Accounting and Financial Reporting for Voluntary Health and Welfare Organizations. The audit or review must include a management letter. For budgets of \$25,000 or less, submit a financial statement compiled by an independent Certified Public Accountant. NOTE: If your organization does not conduct a financial audit, please describe your financial review process in the comments section below.

Yes

Please comment on any of the statements above that require clarification.

Shining Light Foundation - General Financial Review Policy

- Each month, the Shining Light Foundation Board of Directors is provided a review of the financial statements presented by the Treasurer. These include balance sheets and statements of income vs. expenses. If a board member is unable to attend a meeting, the financials are posted in a timely manner under a secured section of our website (user name and password protected). This allows board members to have access to and revisit this information each day of the year, 24 hours a day. This secured website has all the financials posted since the year of 2000.
- The Board of Directors' Secretary is tasked with writing checks, which requires two (2) board member signatures, when paying any expenses or making purchases.
- The President receives and reviews the monthly bank statements; the Treasurer is then responsible for bank account reconciliations and reviewed by Secretary. These are also posted on the secured website for board members' reviewing.
- A review of long-term investments showing the name, original costs, and current market value along with revenue generated is reported monthly (or as received) to the Board of Directors by the Board President.
- An IRS Form 990-N is filed online annually.
- In developing a new fiscal year budget (August -- July), a review of prior years budget and comparison to actual results is conducted to ensure a more accurate projection.
- A financial report is given to the Board of Directors after special events (i.e., the Zydeco BASH) that provide gross vs. net results.
- The organization has a credit card (limited amount -- which is held by the President) that covers petty cash purchases. The President and Secretary reconcile the account prior to any payments made by the Secretary.

Board of Directors has approved the annual audit or review and accompanying management letter.

Yes

Please provide current list of board members and their affiliations.

Officers:

President - Carolyn French, Ph.D. (financial advisor / former educator)

Vice President - Cynthia Dauphin (retired educator)

Secretary - Mildred Baker (retired)

Treasurer - Bruce Snow (retired Engineer, currently our WebMaster)

Parliamentarian - Perry Scotola (business owner)

Hospitality Chairperson - Lana Swanwick (retired educator)

Board of Directors:

John Broussard (teacher)

Joseph Cilano (consultant / Exec. Director Shining Light Foundation)

Tanya Cormier (nurse, mother)

Kerry Douglas (nurse, mother)  
Julia Eaton (mother)  
Dr. Don Ennis (university professor)  
Cheryl Evans (banker)  
Michael Huber (financial advisor)  
Troy Kahler (retired)  
Hayley LeJeune (mother)  
Sandra Wilcox (mother)

**Advisory Board:**

Misty Carrier  
Cynthia Comeaux (business owner)  
Heather Fuller (teacher)  
Dr. Ron Hardey (retired physician)  
Ted Hoyt (attorney)  
Shauna LeBlanc (teacher)  
Tony Moore  
Maria Placer (retired - media)  
Debbey Ryan (business owner)  
Dee Stanley (public relations)

**Program Information**

**Program Information**

**Program Name:**

Cultural Enrichment Program

**Number of People Served by Program:**

180

**Program Start Date**

08/01/2016

**Program End Date**

07/31/2017

**Program Budget**

\$14,510.00

**Amount Requested:**

\$6,000.00

**Program Summary:**

(50 words)

The Shining Light Foundation's Cultural Enrichment Program provides the financial means for school children to participate in extra-curricular activities, class field trips, tutoring services, school bands and orchestras. Additionally, our organization helps secure needed equipment and supplies that enhance the learning experience for children.

**Age Group**

(check all that apply)

0-18

Select the racial/ethnic groups that your program serves and indicate percentages for each.

(Check all that apply)

African American or Black (57%)

White/Non-Hispanic (38%)

Hispanic/Latino (3%)

Asian (1%)

American Indian/Alaskan Native (1%)

Disability (0%)

Native Hawaiian and Other Pacific Islander (0%)

**Gender**

Male and Female

**Program Area**

Cultural

Has your organization received funding from Cox Communications in the last 12 months?

No

**Note:** Only one application per organization will be accepted. Applications must focus on one specific program (non-event related) within your organization. Organizations that serve multiple metro areas may submit one grant proposal per market. However, the proposed program must be limited to the provision of services within the Cox Communications service area in which the application is submitted. Organizations submitting multiple applications will be disqualified.

**Geographical Area Served**

Greater Louisiana-Acadiana-Lafayette

**Program Description**

Please describe the program. Include the approach, strategy, and tactics for implementation.

(200 words)

The program goal is to make it possible for Lafayette Parish school students, pre-kindergarten through eighth grade, to participate in cultural enrichment programs through education-based field trips, obtain musical instruments, participate in musical appreciation programs, attend summer programs that inspire and motivate children, secure supplies and equipment, and make it possible for children to access tutoring services. Assistance is provided to families who cannot financially support these extra-curricular activities. Shining Light Foundation volunteers attend Lafayette Parish School System principal, teacher and guidance counselor orientations and inform them of our programs and



services. Volunteer facilitators advise school administrators how to access our website, application forms, and how to submit these to our organization. A volunteer "school liaison" works closely with principals, teachers and guidance counselors to ensure the application process is effective for the parent/guardian, their child and the school system. The Shining Light Foundation program committee conducts a monthly review of applicants for consideration. Once approved, the Executive Director sends out an award letter with scholarship funding enclosed to the school.

### **What specific needs or problems do you hope to address with this program?**

(150 words)

Many schools do not have enough instruments for the students who need them to participate in bands and orchestras. Also, many students are left behind while their classmates go on field trips. Applicants are asked to pay a portion of the cost up to twenty-five percent. To help us determine eligibility, applicants are also asked if the student receives free lunches. By providing this financial assistance, more elementary and middle school children, who participate in extra-curricular activities, are exposed to new ideas and are encouraged by exploring different avenues of learning. This ultimately leads to improved learning and skills that build and instill confidence. Band participation fosters a lifelong appreciation and engagement in music where students are challenged to explore their potential through creativity, communication, collaboration, and critical thinking. This in turn, helps them to succeed in school and sets the foundation for them to be successful in life.

### **Who will participate in the program? Please include the number of participants, ages, ethnicity, economic status and other pertinent information about the people involved.**

(150 words)

Lafayette Parish School System students, pre-kindergarten through eighth grade, will participate in the Cultural Enrichment Program. We anticipate that there will be approximately one hundred eighty (180) applications for assistance through this program and the number is increasing, particularly with the current employment downturn in the Lafayette area. Program participants will range from four (4) years of age to fourteen (14) years of age. The anticipated ethnicity breakdown is African-American at 57% or one hundred three (103) students; White/Caucasian at 38% or sixty-seven (67) students; Hispanic at 3% or five (5) students; Asian American at 2% or four (4) students; and, American Indian at 0.4% or one (1) student. Parents and guardians of these students come from low socioeconomic, underserved areas of Lafayette Parish but understand and appreciate the importance of education and exposing their children to the arts (music) and experience cultural enrichment opportunities.

### **What are the specific objectives and outcomes of this program, and how will you measure them?**

(200 words)

The specific objective for this program is to ensure at least one hundred eighty (180) students, who want to further their cultural enrichment through educational experiences and/or participation in school musical programs, have that opportunity regardless of their parent's or guardian's inability to financially support their endeavors. The Shining Light Foundation, with the experience of board members who are retired educators, current teachers, and community leaders, will manage this program in partnership with the Lafayette Parish School System during the regular school year and beyond (summer program) within the identified project timeline. The program committee will provide monthly reports on accomplishments to the Shining Light Foundation Board of Directors to track progress-to-date. Students who participate in music, extra-curricular activities/field trips (enabling students to experience life outside their neighborhoods often for the first time) and tutoring have

greater success in school, socialization and community participation. Their experiences are measured by providing the teacher with an evaluation form to assess how the student mastered skills, competencies and knowledge gained by their program participation. We also seek input from school principals, guidance counselors, as well as the school board superintendent on how we can improve our programs and services.

**If funded, will the Cox Charities grant enable your organization to serve additional clients? If so, how many?**

Program expansion is not a requirement for funding. Cox Charities is only interested in understanding any incremental impact that may occur if the program is funded.

Yes, the Cox Charities grant will enable the Shining Light Foundation's Cultural Enrichment Program serve additional students in the Lafayette Parish School System. In fiscal year 2014-2015, we were able to reach seventy-six (76) students. The additional funds will help us reach one hundred four (104) more students from the previous fiscal year with the current economic downturn in the energy (oil and gas) industry in the Lafayette Parish area.

### Financial Information

#### Budget Form and Financial Information

**In order to complete your Community Investment grant application, you must complete and upload the budget form.**

Click here to access the budget form. Once completed, upload below.

Budget form

Please attach your IRS Determination Letter below.

Scan.pdf

**Describe how Cox Charities funds will be utilized for each budget expense included on the budget form.**

The largest amount of the Cox Charities funds, \$5,083.00, will be utilized for delivery of program/services. The second largest, \$517.00, is for travel to schools around Lafayette Parish when working with school administrators. The third cost, \$400.00, is dedicated towards printing and copying of materials.

**If funded, how will the program be sustained?**

(100 Words)

The program will be sustained by enhancing our financial development plan to include, but not limited to, seeking additional grant funding via a contracted consultant/grant writer, cultivating current donors, implementing a planned giving program, growing our membership base, growing our signature special event Zydeco BASH, seeking additional corporate sponsorships, and possibly becoming a United Way agency (next funding cycle is February 2017). The Shining Light Foundation Board of Directors is entirely volunteer based and has been since its inception in 1997. Thus, our administrative expenditures are nominal.

Are you seeking other funding for this program?

Yes

If so, list the organization(s) and committed/pending amount(s)

(100 words)

The Shining Light Foundation has written a grant proposal with the Junior League of Lafayette in the amount of \$3,500.00 which is still pending. Additionally, our organization will receive funding from the Pugh Family Foundation this year in the amount of \$3,000.00.

#### Acknowledgement of Grant Requirements

We will submit a brief evaluation report at the end of the grant documenting program expenses and activities

Yes

We will provide a guided site tour of the program facility for the Cox Charities Advisory Council

Yes

We acknowledge that our organization may be featured in a Cox Communications publication or television spot.

Yes

We grant Cox Communications the ability to use our organization name/logo/likeness for promotional purposes in print, television, radio and other internal and external communications. No further consent or right to inspect or approve the use to which the promotional materials may be applied.

Yes

#### Cox Communications Partnership Opportunities

Cox has a robust volunteer program and is dedicated to providing meaningful community-based opportunities for our employees to give back to the

communities we strive to serve. Will there be a volunteer opportunity for Cox employees if your program is funded by Cox Charities? If so, please indicate below the volunteer activities. (Note: indicating 'yes' does not guarantee volunteers.)

Yes, we always welcome potential board members or advisory members. It would also be wonderful if school students could tour Cox facilities and learn about your programs and services.

Please select the services that your organization purchases from Cox.

None

For additional information about the Cox Charities Community Investment program, call (337) 456-4343 or visit [www.CoxCharitiesSoutheast.com](http://www.CoxCharitiesSoutheast.com).

# Community Investment Grant Budget Form



Please complete this budget form to identify your project's planned revenues and expenses.

Use your organization's last two years' audited financial statements to complete the summary at the end of the form.

Revenue	Project (pending)	Project (committed)
<b>Grants / Contracts / Contributions</b>		
Corporations ( <i>*itemize below</i> )	* 1,700.00	* 0.00
Foundations ( <i>*itemize below</i> )	* 12,500.00	* 0.00
Government Grants ( <i>*itemize below</i> )	* 0.00	* 0.00
Individual Donor Contributions	2,500.00	0.00
<b>Earned Income</b>		
Events	1,800.00	0.00
Service / Program Fees	0.00	0.00
<b>In-Kind Support</b>	0.00	0.00
<b>Other (specify):</b> Organizational Development Grant	0.00	300.00
<b>Other (specify):</b>	0.00	0.00
<b>Other (specify):</b>	0.00	0.00
<b>Other (specify):</b>	0.00	0.00
<b>Other (specify):</b>	0.00	0.00
<b>Total Revenue:</b>	18,500.00	300.00

**Please list all pending and committed corporate, foundation or government grant requests for this project:**

Foundations: Junior League of Lafayette - \$3,500.00  
 Cox Charities - \$6,000.00  
 Pugh Family Foundation - \$3,000.00

Corporations: UBS - \$1,000.00  
 Chevron - \$700.00

# Community Investment Grant Budget Form



Expenses	Use of Requested Cox Charities Funds	Total Project Expenses
<b>Personnel Costs</b>		
Salaries and Wages	0.00	0.00
Employee Benefits	0.00	0.00
<b>Nonpersonnel Expenses</b>		
Consultant Fees and Honorariums	0.00	300.00
Equipment	0.00	0.00
Printing, Copying and Postage	400.00	400.00
Service / Program Fees	5,083.00	13,293.00
Supplies & Materials	0.00	0.00
Training	0.00	0.00
Travel / Transportation	517.00	517.00
Other (specify):	0.00	0.00
Other (specify):	0.00	0.00
Other (specify):	0.00	0.00
Other (specify):	0.00	0.00
Other (specify):	0.00	0.00
<b>Total Expenses:</b>	<b>6,000.00</b>	<b>14,510.00</b>

Summary		
Year	FY 2015-2016	FY 2014-2015
<b>Total Annual Income</b>	\$20,802.73	\$18,163.09
<b>Total Annual Expenses</b>	\$6,266.22	\$9,034.68
<b>Net Assets (unrestricted)</b>	\$21,318.53	\$21,318.53
<b>Total Endowment</b>	\$18,373.35	\$20,005.25



**LAFAYETTE**  
PARISH SCHOOL SYSTEM

Donald W. Aguilard, Ph.D.  
Superintendent  
P.O. Drawer 2158  
Lafayette, LA 70502  
337.521.7000

August 2, 2016

Shining Light Foundation  
P.O. Box 60602  
Lafayette, LA 70596

Dear Dr. French:

The purpose of this letter is to thank you and the Shining Light Foundation for partnering with Lafayette Parish School System to provide funds that allow individual students in grades pre-K - 8th grades to participate in school activities.

Many of our teachers, counselors and principals have requested assistance from your organization and have benefitted from your program. We are aware that no other agency or nonprofit organization addresses the needs of individual students, and we are grateful that your program gives them these opportunities.

Sincerely,

Donald W. Aguilard, Ph.D.  
Superintendent  
Lafayette Parish School System



www.cox.com

## Applications

Thank You! Your application has been submitted.

Show In Progress Applications :

12/15/2011 10:00 AM