



## Together Lake County (TLC) Fund Use

**Purpose:** The TLC Fund was established by The Lake County Community Foundation (LCCF) to support organizations and individuals working to promote the health and wellbeing of all who live, learn, work and play in Lake County. This includes activities associated with [Live Well Lake County Network's \(LWLC\) Community Health Improvement Plan \(CHIP\)](#).

### Eligible funding requests include:

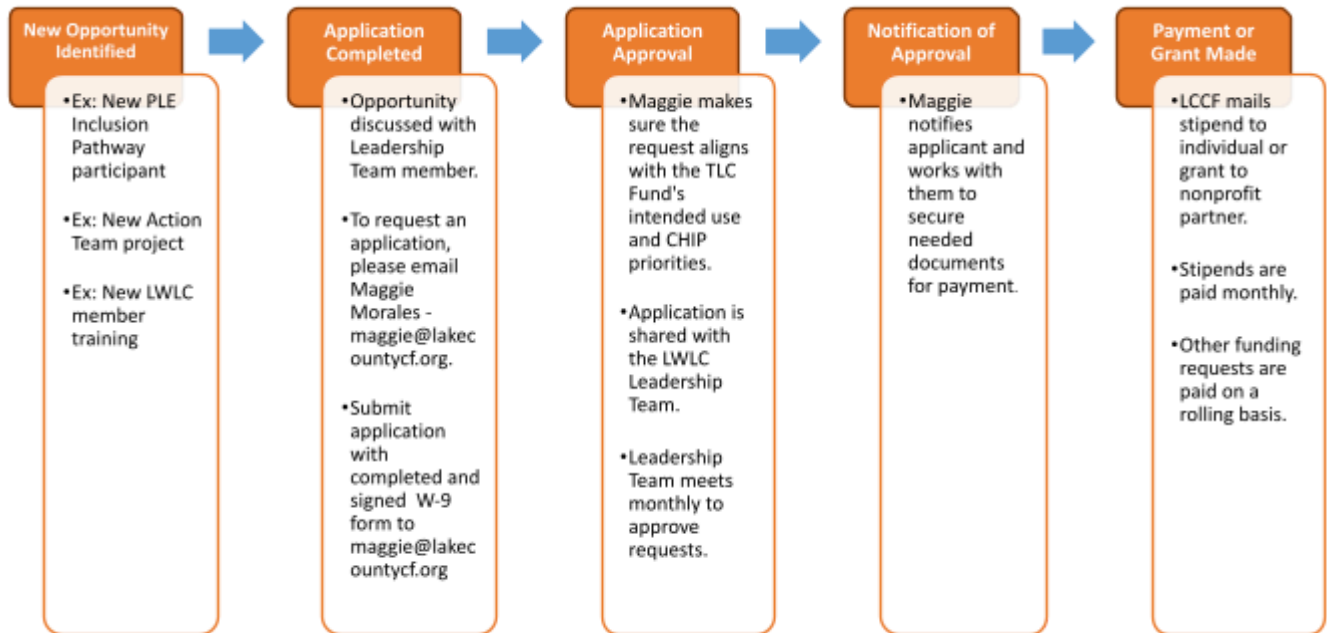
- Stipends for participants in the People with Lived Expertise (PLE) inclusion pathway
- Projects done through the LWLC Action Teams that align with the priorities of the CHIP
- Support for activities benefitting LWLC membership (trainings, resources, etc.)

**IMPORTANT:** Payments and stipends made through the TLC Fund may qualify as income making you subject to taxes. This income may also impact eligibility for certain income-based programs like SNAP, TANF or WIC. LCCF does not withhold taxes for individuals and nonprofit partners receiving funds. Each party doing business through the TLC Fund is responsible for tax considerations. At the end of the year, you will receive a 1099 showing your non-employee compensation for the year. This is reported to the IRS.

### Ineligible funding requests include:

- Internships
- Stipends for participants who are not a part of the PLE inclusion pathway
- Stipends for individuals who are compensated for participating in LWLC by their employer
- Reimbursement for expenses that were not pre-approved by the LWLC Action Team Co-leaders
- Projects with a sectarian focus (programs that promote or require a religious doctrine)

### Funding Approval Process:



- LCCF has an obligation to its funders and to the IRS to be a good steward of the gifts it receives. Documentation is needed for reporting and to maintain our public charity status. All new funding requests will be reviewed and approved by the LWLC Leadership Team and the LCCF Executive Director on a monthly basis.
- All expenses will be approved pending the balance of the TLC Fund which will be reported to the Leadership Team each month and at quarterly meetings. Each Action Team should have consensus on project funding requests prior to them being shared with the Leadership Team.
- **NEW EXPENSES** require the completion of a short application and will be reviewed in partnership with the Leadership Team on a monthly basis.
- Required documentation varies based on the type of request. Please see below for additional details.

Required Documents	Type of Funding Request				
	NEW Participant Stipend Request	NEW Action Team Co-leader Stipend Request	Action Team Funding Request	LWLC Funding Request	Other
	<ul style="list-style-type: none"> <li>● TLC Fund Application</li> <li>● W-9</li> <li>● Participant Invoice</li> </ul>	<ul style="list-style-type: none"> <li>● TLC Fund Application</li> <li>● W-9</li> <li>● Co-Leader Invoice</li> </ul>	<ul style="list-style-type: none"> <li>● TLC Fund Application</li> <li>● LCCF will request a W-9 for NEW grant recipients</li> </ul>	<ul style="list-style-type: none"> <li>● TLC Fund Application</li> <li>● <i>Additional documentation may be necessary depending on the request.</i></li> </ul>	<ul style="list-style-type: none"> <li>● TLC Fund Application</li> <li>● <i>Additional documentation may be necessary depending on the request.</i></li> </ul>

**Invoices & Payment Process:**

- **Frequency:** Participant stipends are to be billed and paid on a monthly basis. Invoices on behalf of LWLC Network or an Action Team may be submitted on a rolling basis.
- All TLC Fund invoices may be submitted to [Maggie@lakecountycf.org](mailto:Maggie@lakecountycf.org).
- ***All invoices must be made out to LCCF. We are unable to pay invoices made to other nonprofit partners.***
- **Payment Processing:** Invoices that are submitted on a Monday will typically be processed and paid the following Thursday. All checks are mailed to the vendor address on file.
- Payments can be made via check only.
- At the end of the year, anyone who has received a stipend or funding from LCCF will receive a 1099 form for their taxes.

**Fundraising:** While LCCF is responsible for maintaining the TLC Fund, it is the collective responsibility of Live Well Lake County Network members to ensure there is enough money available to support the coalition’s work.

Click [HERE](#) if you would like to support the Live Well Lake County Network by making a gift to the TLC Fund. Please contact Maggie Morales at [maggie@lakecountycf.org](mailto:maggie@lakecountycf.org) if you would like to help with fundraising efforts.