

Online Grantmaking Process

Step #1 - ELIGIBILITY & LOGIN

Review the eligibility requirements. If eligible, click on the "Applicant/Grantee Login" tab in the upper right corner of the page. New applicants will need to complete the registration.



Step #2 - LETTER OF INQUIRY

Click "APPLY" at the left of the screen and pick one of the three funding categories to complete the Letter of Inquiry. Once submitted, the LOI will be reviewed by the Foundation's Program Review Committee. Should the LOI be declined, it will be marked "denied" and the applicant will be notified via email. A response from the Foundation can take up to 30 days.



Step #3 - FURTHER INVESTIGATION

If the LOI passes the Foundation's initial review and more information is desired, the Foundation will contact the organization about what further investigation and discussion are needed. These may include phone calls, site visits, and/or more in-depth questions.



Step #4 - GRANT PROPOSAL

If the Foundation's Program Review Committee reaches consensus on the desirability of submitting a grant proposal, the LOI will be marked "approved" and the applicant will be notified that an application form is now available online to be completed and submitted. Once submitted, the Foundation's Program Review Committee will discuss the proposal and inform the applicant of any suggested revisions.



Step #5 - GRANT PROGRAM COMMITTEE

Once in final form, the proposal will be presented to the Grant Program Committee which may request further negotiations, approve a grant, or deny the proposal. The Grant Program Committee meets in March, September, and December of each year.



Step #6 - NOTIFICATION

After review, the applicant will be notified of the Grant Program Committee's request of further negotiations, approval, or denial. Should the grant proposal be approved, the Foundation and applicant may enter into a grant agreement.



Step #7 - EVALUATION REPORTS

Grantees are responsible for the completion of evaluation report(s) as outlined in the grant agreement between the Foundation and grantee.



Step #8 - LINKAGE

In addition to evaluation reports, the grantee will be responsible for the completion of an annual linkage document, linking their work to the Foundation's mission. Grantees will be contacted about the linkage submission process prior to the deadline.