

APPLICATION PROCEDURES

CHANGE GRANTS (UP TO \$50,000)



Complete the online Generous Promise Grant Fund Letter of Inquiry (LOI) available online after **May 1, 2018**. LOI's are to be submitted by **June 1, 2018**.

LETTER OF INQUIRY (LOI) GUIDELINES:

The online Letter of Inquiry will ask you to include the following:

- The title of the project and a brief statement of the issue to be addressed;
- A project summary and anticipated outcomes;
- The promotion of the Generous Promise for systemic change;
- The total amount of funding needed for the entire project;

All LOI's are first reviewed to determine if the project falls within the Grant Fund guidelines. Those that do not are immediately declined. If the LOI is within the guidelines, the organization is sent information by **June 29, 2018** and is invited to submit an online application.

APPLICATION GUIDELINES:

- History of the Organization
- Staff and Board of Directors
- Mission Statement of the organization and its implementation
- Issue addressed
- Project summary statement and its fit of the mission of the organization
- Project and the Generous Promise to promote systemic change
- Collaboration with other agencies
- Short and long term goals
- Resources
- Evaluation and Sustainability
- Project Budget, including the allocation of Generous Promise Grant funds
- Additional Resources

Applications are to be completed by **August 31, 2018**.

A final decision on all Change Grants will be made and grant funds awarded in **early November**.

We intend to acknowledge the receipt of all requests. If you do not receive a response within a month after submitting the LOI or application, or for other questions, please feel free to contact **Pat Milenius at pmilenius@csjoseph.org**.