

# APPLICATION PROCEDURES

## CHANGE GRANTS (UP TO \$50,000)



Complete the online Generous Promise Grant Fund Letter of Inquiry (LOI) available online after **February 18, 2020**. LOI's are to be submitted by **June 1, 2020 (midnight Eastern Time)**.

### 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, further review will occur. A limited number of organizations will be sent information by **July 17, 2020** and invited to submit an online application.

### APPLICATION GUIDELINES: (if invited to apply)

- 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

Full application deadline will be **August 31, 2020**.

A final decision on all Change Grants will be made **by 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](mailto:pmilenius@csjoseph.org)**.