

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 - EXTENDED INQUIRY

If the LOI passes the Foundation's initial review and more information is desired, the applicant will receive an email indicating that the LOI has been returned to "draft" stage. The email will have an "Extended Inquiry" document attached. The applicant will be asked to complete the Extended Inquiry and upload it to the "Extended Inquiry" section of the LOI. Once submitted, the Foundation's Program Review Committee will review the Extended Inquiry and either deny it or proceed to Step 4. A response from the Foundation will be via email and can take up to 30 days.



Step #4 - FURTHER INVESTIGATION

If the Extended Inquiry passes the Foundation's initial review and more information is desired, the LOI will be marked "Completed" and 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 #5 - GRANT PROPOSAL

If the Foundation's Program Review Committee reach 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 #6 - 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 #7 - 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 #8 - LINKAGE

When the grantee has entered into a grant agreement, it is then 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.



STEP #9 - EVALUATION REPORTS

In addition to linkage documents, grantees are responsible for the completion of evaluation report(s) to be completed through the form found in the online grantmaking system. Reporting requirements will be addressed in the grant agreement between the Foundation and grantee.