

**COMMUNITY MEMORIAL FOUNDATION  
LETTER OF INTENT POLICY  
SPRING 2018**

**Policy**

Community Memorial Foundation acknowledges the time and effort needed to submit a proposal. Therefore, beginning in 2018, submission of a letter of intent (LOI) will be the first step for many organizations in applying for a grant from Community Memorial Foundation. The LOI enables the Foundation to determine if the project described in your LOI:

- Appears to further the Foundation’s [vision and mission](#);
- Is in alignment with the Foundation’s [grantmaking priorities](#); and
- Clearly meets the Foundation’s [Grant Policies and Guidelines](#).

If an organization’s LOI meets our funding parameters, staff will invite the organization to submit a full proposal to be considered for a grant award. Please note that acceptance of your organization’s LOI does not guarantee that your organization will automatically receive a grant award. Final determination regarding grant awards will be made by the Foundation’s board, after a thorough proposal review process by Community Memorial Foundation staff.

**Organizations must submit a letter of intent if any of the following apply:**

- The organization has never received a program or general operating support grant from Community Memorial Foundation, OR
- The organization has not received a program or general operating grant from CMF in the past three years, OR
- The organization intends to request more than \$25,000 from the Foundation.

**Requests from organizations that do not meet any of the above criteria are not required to submit an LOI. These organizations may simply submit an online application by the application deadline.**

**Procedure and Timeline**

The Foundation offers two grant cycles each year:

	<b>All Letters of Intent due before close of business on:</b>	<b>If invited to proceed, all grant applications due before close of business on:</b>	<b>Grants awarded by</b>
<b>Spring Grant Cycle</b>	February 15*	March 15	Mid-June
<b>Fall Grant Cycle</b>	August 15*	September 15	Mid-December

**\* LOIs are reviewed on a rolling basis, but must be submitted by the above dates to qualify for a grant within that cycle.** Staff will review the LOI upon receipt and will notify the organization within two weeks if it has been invited to submit a full proposal.

**If your organization is not required to submit a letter of intent, grant application deadlines are March 15<sup>th</sup> and September 15<sup>th</sup>.**

All letters of intent and grant applications must be submitted via the Foundation’s GIFTS Online grants management system, which can be accessed at: [www.cmfdn.org/responsive-grants](http://www.cmfdn.org/responsive-grants).