

2017 Fund for Louisville Capacity Building Grants

Community Foundation of Louisville

INSTRUCTIONS - LETTER OF INTENT

Thank you for your interest in a capacity building grant from the Community Foundation of Louisville. Please respond to the following questions ([using the online grant website](#)).

The submission deadline for this Letter of Intent is 5:00 PM on Friday, July 8, 2016.

- Before you begin, please review the program guidelines, frequently asked questions, list of past grant recipients, and the informational webinar on the [Foundation's website](#).
- There are character limits for each question. 1500 characters is approximately 200-250 words. 750 characters is approximately 100-150 words.
- Your entries are automatically saved. You may return to the application as many times as you like before the deadline.

If you have questions, please contact Liz Alkire, 502-855-6965 or liza@cflouisville.org

ORGANIZATIONAL OVERVIEW

What is the organization's mission?*

Character Limit: 750

Organizational Overview*

Please provide a short description of:

1. The community needs the organization addresses
2. The organization's primary programs or activities
3. The organization's greatest accomplishments /achievements to date

Character Limit: 2000

Why has your organization chosen to invest time and money in capacity building at this time?*

Character Limit: 2000

CAPACITY BUILDING PROJECT

Capacity Building Project Name*

We will use this name to refer to your project throughout the application process.

Character Limit: 100

Capacity Building Project Overview*

What is your capacity building project's "elevator pitch?" In other words, imagine you are taking an elevator with someone and have to describe your project to her/him in 30 seconds. What would you say?

Character Limit: 750

Efficiency, Effectiveness, Sustainability*

Please describe how your capacity building project will support the long-term efficiency, effectiveness, and/or sustainability of your organization.

Character Limit: 2000

Capacity Building Project Objectives*

*Using short, simple statements, please succinctly describe the project's **main** objectives. Here are some examples of project objectives:*

- *Improve the sales and communication skills of our staff*
- *(with new software) Reduce staff time required to create electronic newsletters*
- *Design, develop, and implement a new approach to volunteer recruitment and retention*
- *Evaluate the feasibility of a merger with X nonprofit*

Character Limit: 750

Technology-related Investment?*

Will all or part of this grant support the purchase of hardware, software, or other electronic / technology devices, such as camera, scanners, printers, etc.? Technology-related investments also include new or updated websites.

Choices

Yes

No

Information Sharing

Is it OK for the Community Foundation of Louisville to share information about your proposed project and organization with other foundations and individuals who may have an interest in your work?

Choices

Yes

No

THANK YOU AND NEXT STEPS

The submission deadline for this Letter of Intent is 5:00 PM on Friday, July 8, 2016.

After you submit this Letter of Intent, you will receive an email confirming receipt. Please check your junk or spam folder if you don't receive the email. You may also wish to add *administrator@grantinterface.com* to your "safe sender" list to ensure you receive future communication from CFL regarding your LOI.

CFL will notify all organizations via email by July 19 regarding the status of the Letter of Intent.
Full applications will be requested from organizations selected to proceed in the review process.