

Grant Application Process

Seeds of Strength has a Four-Step Grant Application Process:

STEP 1: SUBMIT A LETTER OF INTENT (LOI):

- Each applicant must submit a Letter of Intent. The LOI is a document that must be completed by an organization wishing to be considered for a Seeds of Strength grant.

LETTER OF INTENT AND GRANT PROCESS INFORMATION SESSION OCTOBER 17, 2018 1:00-3:00 PM

Prospective grant applicants are encouraged to attend our LOI and Grant Process Information Session. At this session we will focus on the specifics of the LOI and grants process. All potential applicants, whether or not they have applied previously, are strongly encouraged to attend to ensure they are aware of all the guidelines. RSVP is required.

- Each applicant must complete the LOI using Seeds of Strength's [LOI Template](#). Any other form received will be disqualified. **The deadline for submitting a Letter of Intent for the 2019/20 grant cycle is Thursday November 15, 2018 by 5:00 PM.** All completed LOI's and supporting attachments must be submitted via email to grants@seedsofstrength.org. When submitting the LOI, include the requested attachments below. Unrequested attachments will be disregarded.
 - [LOI Template](#)
 - [LOI Program/Project Budget \(example\)](#)
- Organizations are allowed to submit only one application per year and must select one *Area of Interest* when completing the LOI to verify compliance with our funding criteria. Organizations should review the [Grant Guidelines](#), [Area of Interest](#), [Eligibility Requirements](#), and [Grant FAQ](#) carefully before completing the LOI.
- To assist applicants in determining whether to submit an LOI, we have prepared a document entitled, [Information to Consider before Submitting a Letter of Intent](#). Please read this document before you begin the LOI template.
- Seeds of Strength will acknowledge each LOI received within 24 hours.
- Following the review of the submitted LOI's, Seeds of Strength will select certain applications to submit a full grant application. All organizations submitting LOI's will be notified of their process status at the same time.

Seeds of Strength reserves the right to reject a LOI for any reason, including missed deadline, incomplete information, or for not following all instructions.

IMPORTANT: Letters of Intent are not grant proposals. They are strictly for preliminary information-gathering purposes. Submitting a Letter of Intent does not guarantee formal consideration for funding.

STEP 2. PROGRAM GRANT APPLICATION

- **Seeds of Strength accepts Grant Applications BY INVITATION ONLY.** After evaluating your organization's Letter of Intent, your organization will be notified if Seeds of Strength would like you to submit a grant application and advance to Step 2. Seeds of Strength will email the Grant Application form and budget template to each advancing agency. The grant application and supporting attachments must be submitted via email **NO LATER THAN THURSDAY FEBRUARY 7, 2019 by 5:00 PM** to grants@seedsofstrength.org. Any applications submitted via a different method, not using the required forms, or incomplete will not be considered.
- In addition to the Grant Application a number of required attachments include, but are not limited to:
 - Program/Project Budget -Seeds of Strength's 2 part Program/Project Budget Narrative and Summary Template
 - Income Statement (*Statement of Activities*)
 - Balance Sheet (*Statement of Financial Position*)
 - Organization Budget
 - Program Logic Model
 - Program Executive Summary
- For an overview of the grant application and required attachments, please see [Grant Guidelines](#). The information will help you assess your readiness to participate in our process and if so, begin collecting the required information.

**GRANT APPLICATION
INFORMATION SESSIONS
January 7, 2019 9:00-11:00 AM
January 9, 2019 1:00-3:00 PM**

Applicants are encouraged to attend one of the two **Grants Information Sessions** scheduled on January 7, 2018 at 9AM- 11:00AM and January 9, 2019 at 1:00 PM- 3:00 PM. We will focus on specifics of the grant application including new changes, writing the narrative and successfully completing the budget. RSVP is required.

- Seeds of Strength will acknowledge each Grant Application received within 24 hours. The Grants Committee will evaluate each Grant Application and identify finalists by mid-April. All applicants will be notified even if they are not selected.
- Seeds of Strength reserves the right to reject a grant application for any reason, including a missed deadline or incomplete information.

STEP 3: Site Visit

The Grants Chair will notify selected organizations and coordinate arrangements for a scheduled 60-90 minute site visit.

The objective of the site visit is to complete a due diligence review and to resolve any remaining questions regarding the organization and the proposed program or project. An agenda, including interview questions, will be created in advance by the Grants Chair and the organization's Executive Director and Project or Program Manager. Following completion of all site visits (*mid-April*), the Seeds of Strength Grants Committee will select the grant finalists.

STEP 4: Finalists Attend Seeds of Strength's Annual Voting and Awards Night

- Finalists will be selected by mid-to-late April. They will receive guidelines for making presentations to the Seeds of Strength membership at the Annual Voting and Awards Night in early May.
- Finalists will make a timed presentation to the Seeds of Strength membership at the Annual Voting and Awards Night. The presentation should focus on the organization's proposed program or project. Following the presentations, Seeds of Strength members will vote, votes will be counted, and grant recipients will be announced.
- Terms and conditions of the grant will be set forth in a Grant Agreement. The Grant Agreement stipulates that the nonprofit agrees to use the funds in accordance with their grant request and Seeds of Strength's procedures. [Click here to view Seeds of Strength's *Terms of Grant*.](#)

Seeds of Strength is committed to acting with integrity in all of our relationships, and to selecting our grant recipients through an honest and fair process. To that end, we have adopted a formal *Conflict of Interest* policy for all of our committee members. We respectfully request all grant-seeking organizations to honor our policy and refrain from calling or contacting Seeds of Strength members during the grant selection process, particularly Grant Review Committee members. All committee members are asked to maintain the confidentiality of the grant process.

Questions? E-mail: grants@seedsofstrength.org