



Seeds of Strength 2024-25 Grant Application Four Step Process (8/20/2024)

KEY ACTIONS AND DATES FOR THE 2024-25 LOI AND GRANT APPLICATION PROCESS:

- Letter of Intent (LOI) Process Begins for 2025 Awards: September 30, 2024
 - Letter of Intent (LOI) and Grant Process Information Session: October 17, 2024
 - Request Dropbox File Folder for Documents Submission: NLT October 25, 2024
 - Letter of Intent (LOI) Submission Deadline: November 7, 2024, at 5 pm
 - Invitation to Submit a 2023 Grant Application: NLT December 6, 2024
 - Grant Application Information Session: January 7, 2025
 - Grant Application Submission Deadline: February 7, 2025, at 5 pm
 - Notification to Finalists: NLT March 28, 2025
 - Notification to Grant Recipients: NLT May 5, 2025
 - Grant Awards Event: mid-May 2025
 - Grant Execution Year: 7/1/2025 – 6/30/2026
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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 with attachments 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
VIRTUAL: ZOOM MEETING
OCTOBER 17, 2024 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 grant process. All potential applicants, whether they have applied previously, are encouraged to attend to ensure they are aware of all current guidelines, requirements, and submission deadlines. We find organizations attending the training are more likely to be invited to complete a grants application (Step 2).

RSVP is required. Please make an email request by 10/14/2024 at grants@seedsofstrength.org or register under “Events” on www.seedsofstrength.org.

- Before completing the LOI, organizations should carefully review the following documents to ensure all criteria and documentation can be met. Documents are available on the Seeds of Strength website: www.seedsofstrength.org, “Our Grants”, “Apply for a Grant”.
 - Information to Consider Before Submitting a Letter of Intent (LOI)
 - Eligibility Requirements and Funding Priorities
 - Grant Application Guidelines

- Areas of Interest
 - Four Step Grant Application Process
 - Frequently Asked Questions (FAQs)
 - S.M.A.R.T Grant Applications
 - Letter of Intent (LOI) Application Template
 - Program/Project Budget Template
- Organizations are allowed to submit only one application per year and must select one Area of Interest when completing the LOI. Additional information is provided in **Areas of Interest** document.
 - Each applicant must complete the LOI using Seeds of Strength’s LOI Application Template. Any other forms received will be disqualified. **The deadline for submitting a Letter of Intent for the 2024 grant cycle is Thursday, November 7, 2024, at 5:00 p.m.** All completed LOI’s and supporting documents must be submitted following instructions on the LOI template. When submitting the LOI, include the requested attachments only. Unrequested attachments will not be considered.
 - In addition to the LOI Application, required documents include, but are not limited to:
 - IRS 501(c)(3) Determination Letter
 - Board Member List
 - Collaborator Agreement (if applicable)
 - IRS Form 990, 990-EZ, or 990-N(e-Postcard)
 - Proposed Program/Project Budget
 - Financial audit documents
 - For 2025, SoS will use Dropbox to receive all applicant documents. **Each organization should request a Dropbox file folder by Friday, October 25, 2024.** This will ensure it is available for timely submissions by November 7, 2024. Request a Dropbox folder at grants@seedsofstrength.org.
 - Seeds of Strength will acknowledge each LOI received within 24 hours after the submission.
 - Following review of the submitted LOI’s, Seeds of Strength will select eligible applications to proceed to the full grant application process. All organizations submitting a LOI will be notified of their process status and next steps after eligibility determination.
 - Seeds of Strength reserves the right to reject a LOI for any reason, including missed deadline and 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 notify each advancing organization and provide the Grant Application form and supporting document templates. A training session will also be offered.
- The Grant Application and supporting attachments must be submitted following directions on the Grant Application template **NO LATER THAN FRIDAY, FEBRUARY 7, 2025, AT 5:00 p.m.** All documentation will

be submitted through an assigned Dropbox file folder provided by the Grants Chair. Any applications submitted via a different method, not using required forms, missing deadlines, or being incomplete will not be considered.

- In addition to the Grant Application, required attachments include, but are not limited to:
 - Key Staff Listing
 - Budget/Financial Information
 - Program Executive Summary
- For an overview of the grant application and required attachments, please see ***Grant Application Guidelines***. The information will ensure your readiness to participate in our process.
- Applicants are encouraged to attend our Grant Application Information Session. We will focus on specifics of the grant application including new changes, writing the narrative, and successfully completing the budget/financial documents. We find organizations attending the training are more likely to become finalists.

GRANT APPLICATION
INFORMATION SESSION
VIRTUAL: ZOOM SESSION
JANUARY 7, 2025 1:00-3:00 p.m.

RSVP is required. Please make an email request by 1/3/2025 at grants@seedsofstrength.org

- Seeds of Strength will acknowledge each Grant Application received within 24 hours from submission.
- The Grants Committee will evaluate each Grant Application and identify finalists by March 28, 2025. All applicants will be notified even if they are not selected as finalists.
- 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

- If needed, the Grants Chair may notify some organizations and coordinate arrangements for either a site visit or virtual meeting or give extra paperwork.
- The objective of this additional visit is to complete a due diligence review and to resolve any remaining questions regarding the organization and the proposed program or project.

STEP 4: FINALIST ACTIVITIES

- Presentation: Finalists will be selected by March 28, 2025. They will receive instructions for preparing a timed video presentation for viewing by the Seeds of Strength membership. The presentation should focus on the organization's proposed program or project and support the Program Executive Summary.

- Voting: Informed by the video presentation and Program Executive Summary, Seeds of Strength members will vote, votes will be counted, and grant recipients will be announced.
- Grants Award Event: Grant recipients will be introduced and presented with their “large check” award.
- Compliance Liaison: A Compliance Committee liaison will be assigned to work with the grantee organization during the Award Execution Year. Terms and conditions of the grant will be set forth in a Grant Agreement. The Grant Agreement stipulates the nonprofit agrees to use the funds in accordance with their grant request and Seeds of Strength’s procedures.

CONFLICT OF INTEREST AND CONFIDENTIALITY:

Seeds of Strength is committed to acting with integrity in all 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 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 Committee members. All committee members are asked to maintain the confidentiality of the grant process.

Questions? E-mail: grants@seedsofstrength.org