



NATIONAL CENTER FOR
FAMILY PHILANTHROPY

Family Giving Online Knowledge Center Sample Forms, Checklists, and Policies

TITLE: Grant Cycle

SOURCE: Ludwick Family Foundation

[For more information, please go to: <http://www.ludwick.org/>]

COPYRIGHT: Copyright 2003, National Center for Family Philanthropy, www.ncfp.org.
Permission is given for personal use only, including sharing with board members and staff of your organization. Neither you or other individuals affiliated with your organization may copy, share, or adapt this sample without permission from the National Center for Family Philanthropy for use with individuals or organizations that are not affiliated with the National Center's *Family Giving Online* partners program.

GRANT CYCLE – LUDWICK FAMILY FOUNDATION

The Ludwick Family Foundation awards grants twice a year, in February and October. There is a two-step application process:

1. INITIAL REQUEST FORM or Letter of Inquiry and, if chosen
2. A full proposal

Full proposals are by invitation only.

It is our preference that organizations apply for a grant by using the INITIAL REQUEST FORM. If for some reason that is not possible, then we will accept a Letter of Inquiry as an alternative.

A. ON-LINE with the INITIAL REQUEST FORM

1. Please complete the form
2. Once your form has been submitted, you will see a note acknowledging receipt
3. Your request will be carefully reviewed
4. It will either be accepted as pending to be considered further, or denied, & the appropriate correspondence will be sent to you
5. Form must be submitted by midnight on August 31 (to be considered for the February grant cycle), or submitted by midnight on March 31 (to be considered for the October grant cycle)

B. By mail with the Letter of Inquiry

1. Short letter (maximum 3 pages)
2. Include organization mission, description of work, request amount & specific need, and how that will help your organization or program

3. Copy of IRS exempt status determination letter
4. Your request will be carefully reviewed
5. It will either be accepted as pending to be considered further, or denied, & the appropriate correspondence will be sent to you
6. Letters of Inquiry must be postmarked August 31 (to be considered for the February grant cycle), or postmarked by March 31 (to be considered for the October grant cycle)

Any requests received after a deadline will be considered during the next grant cycle. Upon review of all requests, Board members will determine to which organizations invitations for full proposals will be sent. Applications will be mailed to those organizations by October 31 for the February grant cycle, or by May 31 for the October grant cycle.

Grants are awarded only to those organizations whose proposals have been formally requested by the Foundation and who have completed the formal application process.

February Grant Cycle	October Grant Cycle
REQUEST DEADLINE August 31	REQUEST DEADLINE March 31
BOARD SELECTION COMPLETED October	BOARD SELECTION COMPLETED May
PROPOSAL APPLICATIONS & DENIALS MAILED BY October 31	PROPOSAL APPLICATIONS & DENIALS MAILED BY May 31
PROPOSALS DUE January 15	PROPOSALS DUE August 1
AWARD DECISIONS End of February	AWARD DECISIONS End of October
FUNDED BY April 15	FUNDED BY December 15