

STEP ONE: CONCEPT LETTER

Organizations are required to submit one copy of a one-page concept letter describing the purpose of the request, including the critical need to be addressed, amount requested, and contact information. Letters that exceed one page or include a completed application or attachments will be rejected at this point in the process. Concept letters are not accepted throughout the year and should be submitted only during the grant round cycle the foundation is currently in. As a general guideline, concept letters are due in September for February grant awards and in March for July grant awards. Please email mwitthar@itifinancialmgt.com for current concept letter deadline.

STEP TWO : CONCEPT LETTER REVIEW

The board of directors will meet and review your concept letter. You will be notified, in writing, of the approval or denial of your concept letter within two to four weeks. If approved, you will be asked to submit a complete grant application.