Process for Application for Grants from Friends Foundation for the Aging

Friends Foundation for the Aging (FFA) is committed to a grant application process that is streamlined and flexible. It is designed to provide the Friends Foundation for the Aging Board of Trustees with information that they need to consider the proposed program's feasibility and its appropriateness in relation to the Foundation's values and interests.

1. For a new program/project, the first step is a **Letter of Intent,** submitted at any time. A one page letter should introduce the Foundation to the project being proposed, including the issue/problem you have identified, what action you will do to address that issue, and how you will know your solution if effective as well as a brief budget. What is your "theory of change?" Include partners and other sources of support.This initial step will provide a basis for determining whether there is value in pursuing the project further. A conversation with the FFA Director is welcome.

2. The proposing organization may then be asked to prepare a formal **Grant Request.** An outline for the request follows. Again, conversations with the Director are encouraged. Please include proposal and budget in one PDF. The components for a grant proposal include (Limit 5 pages):

i. Executive Summary -include amount requested, brief summary of problem, objectives and plan (theory of change). Maximum 150 words.

ii. Brief statement of the organization's history and competence for this effort. Maximum 100 words.

iii. Project details- Maximum 5 pages.

> 1. What problem are you addressing? Evidence of needs, why this solution chosen/evidence, description of community and people to be served.
> 2. What action(s) will you do?
> 3. What other organizations will you partner with on this project?
> 4. What outputs (measurable, specific) do you expect?
> 5. What outcomes do you expect? What change will occur, what impact will it have?
> 6. How will you measure outputs and outcomes? Both quantitative and qualitative.
> 7. How will you sustain the project after the grant period?
> 8. How will your results be shared and replicated?
> 9. How does this project fit with Friends Foundation values? (read FFA values document)
> 10. Attach project budget and timeline, including other sources of support, budget narrative.

iv. Submit (separately) the 990, IRS 501(c)(3) determination, and status as a public charity if first time applicant.

Granting Cycles are April and October, with proposal deadlines on March 15 and September 15. Any organization wishing to return for subsequent year funding must submit a progress/year-end report at the same time. Grants are given for a one-year period.

3. Direct **communication between the FFA executive director and the responsible parties in the organization seeking support is welcome** during the process. It is FFA's intention to function as a partner with organizations whose programs it supports, and this initial communication will likely include

two-way consideration of the program's scope, shape and intended focus population as well as strategies for long-term sustainability. After submitting a LOI or proposal there may be further questions and conversation before a decision is made.

4. All grantees are expected to submit a final report at the end of the project (or if re-applying). A Grant Report Outline can also be found on the website.