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## Application Process for Grants from Friends Foundation for the Aging

Friends Foundation for the Aging (FFA) is committed to a grant proposal process that is streamlined and flexible. It is designed to provide the FFA Board of Trustees with information that they need to consider the proposed program's feasibility and its appropriateness in relation to FFA's values and priorities ([link](#)). Please reach out if you have questions at any stage in the process.

**A conversation with the FFA Director before starting the application process is strongly encouraged.**

- A. For a new program/project, the first step is a **Letter of Intent (LOI)**, submitted at any time (but at least 2 weeks before the proposal deadlines). This initial step will provide a basis for determining whether there is value in pursuing the project further. Please submit a **one page** letter following this outline:
1. Amount of grant request.
  2. What is the problem you have identified?
  3. What is the solution you propose to address the problem?
  4. What actions will you take?
  5. Describe the population to be served.
  6. Do you have other partners for implementation or funding?
  7. How will you know your actions are having an impact? How will you measure outputs and outcomes?
  8. Brief statement of your organization's history and competence for this project.
  9. Please make sure your organization name and contact information (name, phone, email) are included.
- B. The proposing organization may then be asked to prepare a formal **Grant Proposal**. Please include proposal components and budget in one PDF. The components for a grant proposal include (**Limit 5 pages**):
- i. Executive Summary - amount requested, brief summary of problem, your proposed solution and plan.
  - ii. Project details- Follow the LOI outline above, and elaborate on what you shared in the LOI.
  - iii. Please also address how your organization is addressing DEI and how the project aligns with FFA values ([link](#))
  - iv. Include a program budget.
  - v. Attach copies of your IRS determination letter. We may also look at your website, your Guidestar (Candid) profile and your IRS Pub 78 non-profit status. Please make sure these are up-to-date.

**Grant proposal** deadlines are **March 15 and September 15**. Grants are awarded for a one-year period, and only one to an organization per year. Any organization wishing to be considered for subsequent year funding must submit a written progress/year-end report at the same time as a new proposal, and those completing a project within 6 weeks of year-end. Go to [Grant Reporting Guidelines](#) ([link](#)).

