

# CHILDREN IN NEED FOUNDATION

Active 20-30 Club of Phoenix

P.O. Box 32381

Phoenix, AZ 85064

☎ 602.745.2030



Dear CINF Grant Applicant,

In response to increasing requests from the community for grant funding, the Children In Need Foundation (CINF) Board has recommended the use of a standard letter of intent (LOI) as the beginning step in the process of applying for and receiving a CINF charitable grant. The LOI provides, in a manner efficient and fair to all parties involved, the CINF Board an opportunity to briefly review prospective benefactors' requests early in the grant proposal process. Its format is described in detail below and it is strongly recommended that all letters follow the proposed LOI guidelines.

CINF guidelines are included below to provide a frame of reference for the prospective organization as to the types of programs that CINF will—and will not—fund. If a proposed program falls within CINF guidelines, the Board will supply the instruction necessary for the prospective benefactor to submit a full proposal. Letters of receipt will be mailed to all agencies and groups submitting a LOI. However, only organizations contacting the Foundation will be informed as to the status of their LOI thereafter—with the letters being kept on file for review for the remainder of CINF's fiscal year, regardless of the time of receipt. All agencies seeking funding thereafter, regardless of previous LOIs and/or grants, will need to reapply at the beginning of the CINF fiscal year.

After submitting a LOI whose objectives are desirable to CINF and aligned with its funding requirements, organizations may be asked to submit a full proposal to CINF. In addition, organizations submitting proposals that are approved for CINF funding will be notified by a Board representative within 30 days of the Board's next quarterly meeting and vote. At that time a meeting will be arranged between at least one Board representative and the organization's representative(s) to review and sign the CINF *Terms of Grant Agreement* document.

## Grant Application/Award Timetable

1. Grant Applications will be accepted from June 1<sup>st</sup> 2009 through May 31<sup>st</sup> 2010
  2. Applications submitted during this window will be reviewed between June 1<sup>st</sup> and June 30<sup>th</sup> 2010
  3. Successful grant applications will be notified after July 1<sup>st</sup> and no later than July 15<sup>th</sup> 2010
  4. Grants will be awarded at the annual CINF Awards night sometime in August 2010
- ❖ NOTE: grant applications are not reviewed as received – reviews begin after the submission deadline

## LOI Guidelines

The LOI is to be *no more* than five (5) typed pages and should include the following information:

- The legal name, address, telephone number of the prospective organization and its contact person and their title
- A copy of the organization's tax-exempt status letter from the Internal Revenue Service, if applicable (does *not* count against 5 page maximum)
- A brief history of the organization, including its mission, goals and philosophy
- Current and/or previous initiatives and their documented accomplishments

- A substantiation of the problem/need in the community that the proposed program will address
- A description of the people, organization, or groups expected to benefit from the program
- An overview of the proposed program in need of grant funding, including:
  - A description of the program,
  - Program goal(s) and objectives,
  - Intervention methods and rationale thereof,
  - Methods for assessment and evaluation
- The amount of money requested for the grant
- The organization's existing funding sources
- Why the organization believes their program should receive a CINF charitable grant

**CINF Guidelines**

The Children In Need Foundation, established by members of The Active 20-30 Club of Phoenix, is a public charity whose goal is to serve the greater Phoenix community in addressing the needs of children. The Foundation is designed to act as a place of convergence for those community members who have specific concerns regarding children's needs, others who have solutions to those needs, and the accumulation of resources to ensure that a plan of action is undertaken on behalf of identified children in need. The primary emphasis is funding child- and youth-oriented (ages 18 years and younger) projects in the greater Phoenix area that can demonstrate strong outcomes in problem areas — in particular, relating to the following:

- Health
- Education
- Abuse/Neglect
- Life Skills & Leisure Habits
- Social & Emotional Wellbeing

The CINF Board of Directors retains full authority to refuse and decline any proposals seeking CINF grant funds. Examples include, but are not limited to, the following:

- Scholarships or Fellowships to individuals
- Projects of sectarian or religious organizations whose principal benefit is for only their own members or adherents
- General fund drives or annual appeals; general ongoing operating budgets and overhead costs

All 501(c)3 community agencies as well as non-501(c)3 groups seeking CINF Board consideration must submit at least two (2) copies of their LOI on organizational letterhead to:

**Children In Need Foundation  
c/o The Active 20-30 Club of Phoenix  
P.O Box 32381  
Phoenix, AZ 85064**

Where possible, please supply an electronic copy of your LOI in Microsoft Word/Adobe PDF format with your LOI submission packet, and/or email the electronic copy as an email attachment to **GRANTS@CINFAZ.ORG**.

We look forward to reviewing your organization's LOI.

Sincerely,

**The CINF Board of Directors**