

The Mike & Mary Terry FAMILY FOUNDATION

Faithfully dedicated to changing lives

GRANT GUIDELINES

WELCOME

Welcome to The Mike & Mary Terry Family Foundation Grant Guidelines. We hope these instructions serve as a helpful resource in navigating our process. The Foundation uses an online portal to receive all Letters of Inquiry, grant applications, and grant reports. The Foundation only accepts Letters of Inquiries submitted via our online portal, which can be accessed via the “Grants” page on our [website](#).

CRITERIA FOR GRANT APPLICATIONS

The Mike & Mary Terry Family Foundation does not accept unsolicited requests. We accept grant applications by invitation only. However, the Foundation does accept one-page Letters of Inquiry (LOI) in two cycles, **May 1** and **November 1**. The Foundation will review LOI submissions after each deadline and invite selected agencies to submit a full application.

All Letters of Inquiry and applications must be submitted electronically by 5:00 p.m. CT. on the deadline.

Spring Grant Cycle

November 1: Deadline to submit a Letter of Inquiry

December 15: The Foundation notifies agencies whether or not they have been invited to submit a full application

January 15: Deadline to submit a full application

May 1: Grants awarded to agencies.

Fall Grant Cycle

May 1: Deadline to submit a Letter of Inquiry

June 15: The Foundation notifies agencies whether or not they have been invited to submit a full application

July 15: Deadline to submit a full application

November 1: Grants awarded to agencies.

Letters of Inquiry may be submitted based on the following criteria:

- The Foundation only accepts Letters of Inquiry from 501(c)(3) charities that are not operated by a separate organization.
 - Your Letter of Inquiry must fall within one of our four areas of focus.
(Please reference the Focus Areas page on our website.)
 - Your Letter of Inquiry must not exceed one page.
 - Your Letter of Inquiry must be submitted via our online portal. No hard copy or emailed letters will be accepted. *(Please reference submission instructions below.)*
 - Your funding request benefits the North Texas region. The Foundation does not fund outside of that geographic area.
 - You only submit one Letter of Inquiry per funding cycle, up to two times per year.
 - The Foundation is not currently paying a pledge to your organization or has provided grant funding to your organization within the past 12-months.
-

STEPS TO SUBMIT A LETTER OF INQUIRY

If you are submitting a request to the Foundation for the first time...

1. Click the "SUBMIT LOI" button on our webpage.
 2. Click on "New Applicant?" underneath the email box.
 3. Create an email address and password to be associated with your account. Your email and password are required to login for future LOIs, applications, and reporting.
(Note: There should only be one account per organization. If your organization has previously submitted a request, please contact the Foundation staff at info@mmterryfdn.org to retrieve account information.)
 4. Enter your organization's Tax Identification Number.
 5. Begin your Letter of Inquiry Submission.
-

If you have applied to the Foundation in past years but are submitting a new Letter of Inquiry...

1. Click the "SUBMIT LOI" button on our webpage.
 2. Log-In to your grant portal account via the email address and password created when you submitted your first proposal.
(Note: If you do not remember your account information, please contact Foundation staff at info@mmterryfdn.org. Do not create a new applicant account.)
 3. Enter your organization's Tax Identification Number.
 4. Begin your Letter of Inquiry Submission.
-

Saving Applications

You do not have to complete a Letter of Inquiry submission or a grant application in one setting. You can save your LOI or application and come back to it at your convenience.

Return to Existing LOI Request or Grant Application

1. Click on “LOGIN” button on our webpage and enter your login information.
 2. Once logged in, your saved applications will be listed for you in the right hand corner of the screen.
 3. Select the Letter of Inquiry or grant application that you wish to resume and continue working where you left off. After completing the application, the portal allows you to review your work prior to submitting.
-

Frequently Asked Questions

1. What qualities do organizations need to have to be considered for funding?

Eligible applicants must be organizations that serve a need in one of the Foundation’s focus areas: Catholic Education, Education, Homelessness, or Victims of Abuse.

2. What geographic locations are covered by The Mike & Mary Terry Family Foundation?

The Foundation supports programs benefitting organizations in North Texas and does not accept funding proposals outside this region.

3. Can an individual apply for a grant or a scholarship?

No, grants are only awarded to eligible non-profit 501(c)(3) organizations.

4. How often can organizations submit a Letter of Inquiry?

Organizations may submit one Letter of Inquiry per funding cycle. Funding cycle deadlines are May 1 and November 1. If you have questions regarding your submission, please contact the Foundation’s Program Officer at info@mmterryfdn.org.

5. Is a Letter of Inquiry the same as a grant application?

No. A Letter of Inquiry is a one-page submission briefly summarizing your program proposal. After reviewing, the Foundation will notify you whether or not you are to continue the application process. Grant applications are by invitation only and will be submitted online via a private link to our grants portal.

6. How quickly will I know if I will be invited to apply for a grant?

The Foundation will review all Letter of Inquiry submissions after the conclusion of the each deadline (May 1 and November 1). A member of the Foundation staff will follow up within approximately 45 days after each deadline to notify you whether or not you are to continue the application process.

7. When can an organization submit a Letter of Inquiry if they were previously funded?

The Foundation will only fund one grant in a twelve-month period. If the Foundation is currently paying a pledge to your organization, you may not submit a Letter of Inquiry for a second grant until the current pledge is paid in full.

8. When are the Foundation's Board meetings? Can a grant be funded by a specific date?

The Foundation typically has two grant meetings per year, fall and spring. Yes, a grant can be funded by a specific date. Please indicate when funds are needed within the project's description and we will try to work with you.

