



CAROLYN W. and CHARLES T.  
BEARD FAMILY FOUNDATION

**Request for Proposals  
Spring 2018**

The Carolyn W. and Charles T. Beard Family Foundation is pleased to accept Letters of Intent for consideration of support through its spring 2018 grant cycle. Please contact Executive Director Toya Graham at the Carolyn W. and Charles T. Beard Family Foundation with questions about the spring 2018 grant cycle. Toya may be reached directly at 318-221-2823 or [toya@beairdfoundation.org](mailto:toya@beairdfoundation.org).

**Letter of Intent (LOI)**

The LOI is the first step in determining whether an organization may be eligible to apply for a Carolyn W. and Charles T. Beard Family Foundation grant. The LOI serves three purposes. It provides an overview of the organization, introduces the proposed project, and provides the organization's budget and project's budget. If the organization is invited to apply for a spring 2018 grant, the LOI responses will be considered along with the grant application; therefore, we strongly recommend that organizations carefully consider LOI responses.

**LOI and Grant Application Process**

The LOI must be completed by interested organizations through the Foundation's online grant management system, powered by Foundant Grant Lifecycle Manager. Organizations will register in the system, if they haven't done so previously, or log into their existing account to complete the LOI form. **The email address that is used to register in the system will be used for all communications, so please ensure the accuracy of the email address and that it is actively monitored by someone in your organization.** Organizations may access the system at [www.beairdfoundation.org](http://www.beairdfoundation.org).

The LOI may be worked on in stages without submitting a final version immediately. The LOI requires an Executive Summary, narrative responses, and budget submissions. **All LOIs must be submitted between December 1, 2017 and January 5, 2018, 11:59 p.m. CT.** Upon LOI submission, organizations will receive an email stating that the Foundation received the LOI. If an organization does not receive a receipt email, please contact [toya@beairdfoundation.org](mailto:toya@beairdfoundation.org).

**All LOI applicants will be notified by email on January 16, 2018** of their grant application invitation status; **please ensure the accuracy of the email on file.** If the LOI is approved, the organization will be invited to access the online grant application on January 16, 2018. Thereafter, the invited organization will **submit the grant application on or before February 5, 2018, 11:59 p.m. CT.**



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### Timeline

- Dec. 1, 2017 to Jan 5, 2018:** LOI form available online and organizations may submit LOI form online  
*LOI forms must be submitted by January 5, 2018, 11:59 p.m. CT*
- January 16, 2018:** Organizations notified via email of grant application invitation status  
*Invited organizations may sign-up for a non-mandatory orientation session*
- Jan. 16 to Feb. 5, 2018:** Grant applications accepted from invited organizations  
*Non-mandatory orientation sessions held*  
*Grant applications must be submitted by February 5, 2018, 11:59 p.m. CT*
- May 25, 2018:** Invited organizations notified via email of grant application decision status

### FAQS

#### Is there a limit on the number of LOI forms an organization may submit?

An organization may submit one LOI for the spring 2018 cycle.

If the **LOI is not approved** for the spring 2018 grant cycle, the organization will not be invited to submit a grant application. The next opportunity for LOI submission will be for the spring 2019 grant cycle.

If the **LOI is approved** for the spring 2018 grant cycle, the organization will be invited to submit a grant application. Please contact the Foundation if you require clarification.

#### What types of organizations are eligible to apply for a grant?

In addition to other factors, eligible organizations:

- Must be a 501c3 tax-exempt organization as determined by the Internal Revenue Service
- Must have a nondiscrimination statement/policy that adheres to the Beard Family Foundation's [nondiscrimination policy](#)

#### What are grant reporting requirements?

Organizations receiving grants are required to submit a final report when the project is complete or one year from when payment was received. **For current grantees, an interim/final report form must be submitted before a LOI is submitted for the spring 2018 grant cycle.**

#### Is there a minimum or maximum grant request amount?

No, there are no minimum or maximum amounts that an organization may request for funding.