

2019 Fall Letter of Inquiry

Application Deadline: [August 29, 2019 at 5 PM](#)

Funding Priorities

At CFT, we believe that a thriving community is one in which all people feel cared for, invested in, nourished and valued, and have an equitable opportunity to contribute to the well-being and growth of themselves, their families, and their communities. CFT's Letter of Inquiry (LOI) process supports programs that address needs across the North Texas region, with a focus on those which:

- address an issue or topic relevant to and timely in the community
- use data, best practices or proof-points of success to create measurable impact
- support under-resourced communities
- improve access and outcomes for communities who have been marginalized or have experienced discrimination
- promote narrative change and storytelling that helps restore and repair community trust and resilience
- collaborate in a way where the whole is greater than the sum of its parts

Including Equity in our Funding Priorities

Beginning with the 2019 Fall LOI cycle, we are amending all of our funding priorities to incorporate principles of equity into our general grantmaking criteria. Given this, we are foregoing our separate Racial Equity LOI program in favor of using this lens to evaluate needs across every sector.

Eligibility

To apply to CFT's Letter of Inquiry process, your organization must meet the following eligibility requirements:

- have a 501(c)(3) tax-exempt designation from the Internal Revenue Service that has been active for at least two years as of September 1, 2019.
- at least 50% of the population served must reside in Collin, Dallas, Denton, Rockwall or Tarrant Counties.

Church and religious organizations' programs that are focused on evangelism are not eligible.

In 2019, priority consideration will be for programs that include at least one of the following criteria in each sector area:

1. Community Services Criteria (Social Services, Veterans, Youth)

- increase access to resources, particularly for underserved populations
- build on the assets of community members
- collect data to help improve programs
- engage individuals in building stronger networks

This includes supporting programs that provide direct services, basic needs and emergency support to individuals.

2. Environment Criteria

- *arts*: building community awareness, understanding and engagement of environmental issues through arts, cultural events, and creative processes
- *education*: engaging youth with environmental issues, building and engaging environmental youth community
- *equity*: addressing equitable environmental practices
- *health*: improving the health of individuals, communities, or the ecological environment via sustainable development, urban agriculture, or preservation of the natural world
- *preservation*: adding value to communities by preserving and protecting the land and its biodiversity.

3. Health Criteria

- level the playing field so everyone has access to quality healthcare
- work with underserved populations
- reduce inequities in health treatment and outcomes through research, programs and education

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Application Process

Please email your completed Letter of Inquiry (LOI) to grants@cftexas.org by 5 PM on August 29, 2019. If it is helpful, you may mail (or drop) the LOI to CFT Offices at 5500 Caruth Haven Lane, Dallas, TX 75225. All applications must be received by 5pm on August 29, 2019. Applications received after the deadline will not be considered. Applications submitted by facsimile will not be accepted.

LOIs are initially reviewed by a staff subcommittee. Applicants will be notified if more information is needed regarding the funding request. The Foundation's Board of Trustees makes all final decisions regarding approval of grant recipients. All agencies will be notified about discretionary grants by mid-December 2019. If you have questions about the LOI application process, please contact grants@cftexas.org or 214-750-4216.

Please complete the following two-page LOI. No additional attachments or narrative is necessary.

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Organization Name:	EIN:
Contact Name:	Contact Title:
Contact Phone:	Contact Email:
Mailing Address:	Site Visit Address:
What category does your LOI fall into: <input type="checkbox"/> Social Services <input type="checkbox"/> Veterans <input type="checkbox"/> Youth <input type="checkbox"/> Environment <input type="checkbox"/> Health	
Would you like to be contacted by Communities Foundation of Texas for Business (CFT4B) about individual or group volunteer opportunities for members? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide Volunteer Coordinator contact information: Name: _____ Email: _____ Phone: _____	
Organization Mission Statement and Summary: <i>Please provide the mission statement and a brief, high level overview of your organization's work. 150-word limit</i>	
Community Served: <i>Please describe as data is available:</i> 1. How many people are served by your organization each year? _____ 2. Where do clients reside (ex. zip code, neighborhood or community name)? _____ 3. What are demographics of the community being served (ex. age, income range, ethnicity)? _____	
Problem Statement: <i>What is the problem or issue the project will address? 200-word limit</i>	
External Data: <i>What local or national data informs your work? What kinds of things inform and/or trigger your decision making about your projects? 200-word limit</i>	

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Project Description: *Please describe the project to be considered for a grant. Please 1. explain the core components of the project; 2. partner organizations involved, if any, and 3. a projected timeline of the project. 300-word limit*

Internal Data: *How do you know your project works/will work? What information can you share that shows your program's success (or ones similar to it, if this is your first year)? 150-word limit*

Project Goals: *Please describe how you will evaluate project effectiveness. Please include 1. projected outputs and outcomes and 2. how many will be served through this project? 250-word limit*

- *Outputs: Program activities that have a direct link with the program's intended goals; ex. number of books distributed each week in classrooms participating in a reading program.*
- *Outcomes: Medium-term results that measure how well the program is achieving its goals; ex. improvement in reading scores.*

Additional Considerations: *What circumstances make this problem particularly timely and/or relevant to our community right now? (ex. new partnerships, current events, new data/research, synergy with organizations doing similar work, etc.) 150-word limit*

Project Budget: \$	Project Budget Raised to Date: \$	Total Agency Operating Budget: \$
Executive Director's Signature:		Date:

Note: Electronic signatures are accepted.