

2019 Spring Letter of Inquiry

Application Deadline: April 1, 2019 at 5 PM

Funding Priorities and Eligibility

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 and which:

- address on an issue or topic relevant to and timely in the community
- use data, best practices or proof-points of success to create measurable impact
- serve areas or populations with the highest need
- offer innovative or creative solutions to a key community challenge, or
- collaborate in a way where the whole is greater than the sum of its parts

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

1. Arts and Culture Criteria

- *access*: provide expanded opportunities for underserved communities to experience, engage and interact with arts and culture
- *build*: support small nonprofits and local artists to improve sustainability and programming
- *restore*: provide opportunities for communities to leverage artistic experiences that foster connection, expression and/or healing
- *community issues*: support work that provokes thought and engagement around key issues in society today

2. Human-Animal Connection Criteria

- *therapy*: provide animal-assisted therapy for individuals including physical, mental, emotional, and trauma-related
- *mental health and emotional support*: provide animal-human interaction programs to support mental health, well-being, and overall therapeutic benefit for people
- *assistance animals and facilitation of learning/skill building*: provide companion animal training and/or interactions that facilitate learning, skill-building, rehabilitation or assistance with disabilities
- *quality of life*: increase the positive influence of animals on the value, meaning, and self-worth of individuals and families, improving their overall life satisfaction
- *happy and healthy pet ownership*: promote successful pet adoption and/or pet ownership through supportive resources

3. Older Adults Criteria

- *engage*: build social networks and connect individuals to resources, their community, other age groups, and opportunities for civic involvement and community contribution
- *educate*: provide opportunities to build skills and for continuing education
- *support*: provide direct services for the basic needs for older adults
- *safeguard*: protect the safety of older adults, including financial, physical, emotional and mental health

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4. Special Interest Funds Criteria

CFT has specific funding available for organizations who provide programs or services in any of the following areas:

- education and training of student nurses
- fundamental theology schools
- medical research related to cancer or heart disease
- scholarships for blind individuals
- STEM education for girls
- programs that use technology to serve people with barriers to reading due to low vision or learning differences
- Collin County Fund; to be considered, at least 75% of program participants must be Collin County residents

Applications related to Community Services (Social Services, Veterans and Youth), Environment, Health and Racial Equity will be accepted in the Fall Letter of Inquiry due on August 29, 2019. The Fall Letter of Inquiry application will be posted online by May 2019.

Application Process

Please email your completed Letter of Inquiry (LOI) to grants@cftexas.org by 5 PM on April 1, 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 April 1, 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 July 2019. If you have questions about the LOI application process, please contact grants@cftexas.org or 214-750-4229.

Please complete the following two-page LOI. Please do not use a font smaller than size 10 to fill in the form. 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"/> Arts & Culture <input type="checkbox"/> Human-Animal Connection <input type="checkbox"/> Older Adults <input type="checkbox"/> Special Interest	
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. <i>How many people are served each year?</i> _____ 2. <i>Where do clients reside (ex. zip code, neighborhood or community name)?</i> _____ 3. <i>What are demographics of the community being served (ex. age, income range, ethnicity)?</i> _____	
Problem Statement: <i>What is the problem or issue the project will address? 200-word limit</i>	
Data: <i>What local or national data informs your work? How do you know what you're doing is working? 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 that will be considered for a grant. Please explain the core components of the project, partner organizations involved and a projected timeline of the project, if available. 300-word limit

Project Goals: Please describe how you will evaluate project effectiveness. What are the projected outputs and outcomes? 250-word limit

- **Outputs:** Program activities that have a direct link with the program's intended goals; ex. number of bags 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 timely and/or relevant to our community right now (ex. new partnerships, current events, new data/research, synergy with organizations doing similar work, etc.)? 250-word limit

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

Note: Electronic signatures are accepted.