

Citrus County Community Charitable Foundation, Inc.

THE APPLICATION PROCESS

Step 1 – The Letter of Inquiry

A Letter of Inquiry* should be sent to the Citrus County Community Charitable Foundation, Inc. (Charitable Foundation) Grants Committee at the beginning of the grant cycle (there are two cycles per year and the dates will be announced on our website, www.ccccf.us, and the local newspaper). Your Letter of Inquiry should be a summary of your new and/or expanded (providing more services, expanding number of clients, etc.) project/program and the funding that's needed.

** Applicants should note that any materials submitted or meetings attended are subject to public records requirements and the Sunshine Law. Please send Letters of Inquiry only during the noticed grant cycle. Letters of Inquiry submitted after or before the noticed due dates will not be reviewed or stored.*

Step 2 – Process After The Letter of Inquiry Has Been Approved

The Grants Committee of the Charitable Foundation will review each Letter of Inquiry for proper form. The Grants Committee then submits the project/program/research Letters of Inquiry review to the Charitable Foundation board for approval. Approval of the Letters of Inquiry does not mean automatic grant funding.

Step 3 – The Grant Proposal

Once a Letter of Inquiry is approved, the not-for-profit is invited via mail and/or email to apply for a grant. Four hard copies of the completed grant proposal, consisting of one original including a cover letter on organization letterhead with all the supplementary materials attached, plus three more copies of the grant proposal only, must be mailed to the Grants Committee on or before the noticed deadline date and time. A copy of the complete grant proposal without the supplementary materials should also be emailed to, cccf2015@aol.com for archival purposes only and will not be reviewed.

The Grants Committee will then review each grant proposal for proper form and that all requirements have been met. The Grants Committee will then submit the grant proposals to the Charitable Foundation board for their review and approval. All selected grant applicants will be informed of the grant selection meetings and allowed to attend. In this way the selected applicants will be able to answer questions or provide further information if needed. Applicants awarded grants (grantees) will be informed via email and mail.

Step 4 – Reporting Period

Any grant awarded may require a site visit within a 120 days period, an initial six-month report and then yearly reporting for a three-year period. The grantee will be notified via email once prior to the reporting deadline. The yearly report form is available online and must be completed and submitted within 14 days on/or before the anniversary of the grant funding**.

*****Misuse of grant funds or non-reporting will incur a full pay back to Charitable Foundation of the grant amount.***