

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, the dates will be announced on the CCCCf website, www.ccccf.us, and the local newspaper). Your Letter of Inquiry should be no more than a two-page summary of your new and/or expanded (providing more services, expanding number of clients, etc.) project/program, the funding that's needed and a copy of your tax-exempt letter from the IRS (with EIN/TIN clearly showing). Qualifying 501 (c) (3) not-for-profit organizations are invited to submit a Letter of Inquiry once per calendar year via US mail to be delivered to the CCCCf, Inc. P.O. Box by 5pm on the noticed due date.

** 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, and eligibility under the established requirements. The Grants Committee then submits the Letters of Inquiry summarizing the project/program or research and their recommendations 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 by 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 to be delivered to the P.O. Box before or by 5:00pm on the noticed deadline date. Late grant proposals will not be reviewed. 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 or used as a replacement for mailed proposals that are late.

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 two-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 via email 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.**