



The Martin County Community Foundation (MCCF) is pleased to launch the 2017-2018 grant application cycle for the Frances Langford Fund for Martin County. All interested eligible applicant organizations seeking to enter the competitive Request for Proposal (RFP) process for the 2017-2018 funding cycle must submit a Letter of Intent (LOI).

The Letter of Intent will help MCCF staff and Grants Committee to determine if the proposed program/project is consistent with the scope of the organization seeking the grant. Following the review of the LOIs, applicants will be selected and invited to submit full applications for consideration.

The Agents for Change Impact grants will be awarded to programs/projects that address an issue or need that will positively affect people, places, the environment or the social service delivery system. The ideal proposal will present a program or project that will result in a transformative change in one or more of the following: an organization's service delivery model, the broader service delivery network, or a specific targeted area of need. Applications must demonstrate verifiable need, feasible meaningful outcomes, and sustainability. Applications should highlight collective impact possibilities where outcomes will benefit multiple organizations, a broader population or the community at large. An ideal request will leverage relationships with other entities to amplify and/or magnify the change.

Geographic Limitations

- Martin County only

Eligibility Criteria

- Applicants must:
 - be incorporated and approved by the IRS 501(c)(3)
 - be in existence for 3 years (mandatory)
- Units of government, private and community foundations are not eligible to apply

Agents of Change - Impact Award

The grants will be awarded to proposed program(s)/project(s) and will be evaluated for cost efficiency, impact and sustainability. The outcome of the program/project must be quantifiable and measurable. Applications will be accepted from 501(c)(3) organizations in all fields of interest offering a program/project or service in Martin County.



Grant Limits and Award Range

- One letter of intent per applicant organization
- Grant request range - \$25,000 and \$100,000

Prohibited Expenses

- Supplanting is not permitted - Funds may not be used to sustain or offset existing expense for an ongoing project/service.
- Capital – Purchase of property/new construction.
- Fundraising activities or events.
- Vehicles not specific to the delivery of the proposed program/project.
- Staff not specific to the success proposed program/project.

Preferences

Preference will be given to program(s)/projects(s) that:

- propose a budget that is no more than 25% of the total organizational budget.
- address an unmet need.
- improve the quality of life in Martin County.
- use or will create a best practice.
- leverage relationship(s) with other organizations-public and private.
- have feasible outcomes that are sustainable.
- demonstrate there is an opportunity for future scalability.



Instructions for the Content of Letter of Intent (LOI)

The Letter of Intent (LOI) should be no more than two pages* and include the following:

- Completed cover page
- List of board members* (this will be a third page - to be attached separately)
- A brief description of the proposed program/project including:
 - A brief description of the compelling organizational or community need.
 - Target population, geographic area impacted/served and the implementation time line.
 - A brief description of the existing program/project or best practice that the program/project is modeled after, if applicable.
 - A brief description of how the proposed project/program or service will address the compelling need.
 - List of expected outcomes and how they will be measured to demonstrate impact.
- Indicate if the proposed program/project will involve collaboration to achieve the stated goal. If applicable, explain the collective impact versus the typical benefits gained from collaboration and / or cooperation.
 - Definitions:
 - **Cooperation** is defined as: two or more organizations working collegially and respectfully. This includes making referrals and circulating information and materials
 - **Collaboration** is defined as two or more organizations that are jointly involved in providing a program/project or service. This may include shared staff, use of a portion of a facility or a piece of equipment. The program/ project would have a difficult time existing and being successful without each partners contribution.
 - **Collective Impact** is defined as two or more organizations, the broader community or a target population that collectively experience profound effects from the outcome(s) of a program/project or service. This may include changing the way similar organizations deliver a service or the way a target population responds to a service. It may also forever change the landscape of a community or alter an entire service delivery system.



- Is the program/project operationally and financially feasible and sustainable?
- Explain the level of commitment of the organization's Board members.
 - Are they committed financially to the success to the organization?
 - Does the Board have active committees that work with the organization's executive management?
 - Is the Board engaged in short and long-term planning for the organization?

Submission Instructions - Questions? Email: elizabeth@yourmccf.org

- LOI's are due by January 15, 2018.
- Invitations to submit a full application will be extended by the Grants Committee by February 15, 2018.
- The Letter must be single spaced and written in twelve (12) point font.
- The LOI cover sheet must be signed by the executive leadership of the organization including the Executive Director or CEO, Program/Project Manager, and the Board Chair or President.
- The LOI's must be submitted in electronically **and** hard copy.
 - Electronic Instructions: Submit to Applications@yourmccf.org. Please use the following in the subject line: FLF MCCF LOI and the name of your organization.
 - Hard copy mailing instructions:
 - Martin County Community Foundation
 - Attention: MCCF FLF Grants Committee
 - 789 SW Federal Highway, Suite 214
 - Stuart, Florida 34994
 - Provide 10 Copies



**2017-18 Frances Langford Fund for Martin County
Grant Process Timeline**

November 30, 2017 9am – 11am	MCCF to host workshop with nonprofits advising as to LOI and grant parameters of Langford grant for 2017-2018 grants process at Treasure Coast Health (Hospice)
January 15, 2018	LOIs due to MCCF
February 13, 2018	LOI review by Grants Committee Selection of 2017-18 FLF4MC applicants
February 15, 2018	Nonprofits invited to submit full applications notified
March 15, 2018	Grant applications due to MCCF
March 20, 2018	Grant application review by Committee begins
April 16-20, 2018	Applicant site visits
April 30-May 4, 2018	Selected applicants will be contacted by the Community Foundation
May 15, 2018	Grants award reception at the Dolphin Bar
June 1-15, 2018	Grants contracts signed
June 15-30, 2018	Initial grant checks issued