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**GRANT PROPOSAL LETTER INSTRUCTIONS**

To begin the process of receiving a grant from the Hope at the Lake Foundation, eligible non-profit organizations should submit a Proposal Letter that summarizes the program and the purpose of the request for funding. Please review our Grant Application Guidelines to be sure your organization is eligible and that your project matches our criteria prior to submitting a letter.

A sample/template letter is available to assist organizations in completing the letter in our preferred format. Please download the Grant Proposal Letter Format document from our website. Incomplete letters will not be considered.

To ensure that your Grant Proposal Letter meets our requirements, please review the checklist below. This form is for your use in preparing the letter. **You do not need to return it with your letter.**

**We would strongly prefer to receive all submissions via email at** **mikebuccialia@hopeatthelake.org****. If** necessary, you may also make submissions via regular mail at the address below.

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| **CHECKLIST** |
| **Is your Grant Proposal Letter …*** Written on your organization’s letterhead?
* Limited to not more than two pages?
* Addressed to: Hope at The Lake Foundation

 c/o Grant Coordinator 631 Brawley School Road Suite 200B – PMB 307 Mooresville, NC 28117 **Does your Grant Proposal Letter include …*** A brief history/overview of the organization and confirmation that it is (or is not) a registered, non-profit organization as defined by Section 501(c)(3) of the United States Internal Revenue Service Code?
* A description of the project, program or initiative for which funding is being requested, including specifics about whether it is new, one-time, multi-year, long-term or ongoing?
* Information about the anticipated benefits that will be achieved and a description of the size and location of the population that will be served?
* A timeline for the project, program or initiative, including a schedule of implementation and evaluation?
* The amount of money requested and a rationale for that amount, plus information about other anticipated or confirmed sources of funding and plan to sustain the program after the grant period is completed?
* An explanation of how this request relates to the priorities or areas of funding outlined by the Hope at The Point Foundation?
* Details about any personal connections or other relationship the organization has to the Hope at The Lake Foundation?

You may include additional materials about your organization with your Grant Proposal Letter, but this is not necessary and will not affect consideration given to your Grant Proposal. |