



## Competitive Granting Process: Frequently Asked Questions

### **How do I submit the Letter of Intent? I do not see where to send it on the Catholic Foundation of Michigan website**

The Letter of Intent (LOI) is not a letter but a brief online form. Once the LOI process opens, you will need to create an account on our [online Grant System](#) if you have not already done so and submit the form on there. Please only create a new account if this is your first time accessing the form.

### **Is there a project or aspect of a project that you are looking for in applications?**

As the Catholic Foundation of Michigan, we are always looking for projects that not only fulfill a need within an organization but also a project that expands service, outreach, and education in line with the teachings of Jesus.

### **Where is the application located on the Catholic Foundation of Michigan website?**

It is not on the Catholic Foundation website. You can access and submit an application by visiting our [online Grant System](#) and using the account you created when submitting the Letter of Intent (LOI).

### **How can I access the Grant application after I log into the online Grant System?**

The grant application will be located on your Dashboard under your Letter of Intent (LOI).

### **When is the final grant application due?**

The grant application is due on July 31.

### **Should the project be ongoing beyond the funding period?**

That depends on the project; it may be ongoing. You will be required to submit a follow-up report by June 30. This will provide information on the project at that time.

### **Should we specify the project's duration of need?**

Yes, please answer this question when asked about the start and end date of the project.

### **When asked for the number of adults and children served annually, is this for the organization or the project?**

Please respond with the adults and children served annually for this project.



**We do not have an audited financial statement because we are a new organization; what should we do?**

If you are in your first year and do not have audited financial statements please provide your most recent statement, whether that is monthly or quarterly.

**We do not have a budget because we are a new organization; what should we submit?**

Please submit a forecast of the anticipated cost for the project and how you plan to pay for it.

**When asked for the current annual budget, is that for the organization or the project?**

You may be asked for both. Please read each question thoroughly to ensure you include exactly what the question asks.

**When asked about revenue from grants, is that for the project or the entire organization?**

Revenue from grants for the entire organization is requested in the organization section of the application. You may be asked if there are other resources that will provide funding for the project in a different section of the application.

**When asked about the number of employees and volunteers, is that for the organization or the project?**

The question requesting the number of employees and volunteers is for the organization.

**Can the budget of the project be more than the grant amount requested?**

Yes, but you will be required to provide information about the additional funding.

**Should the grant identify other resources that are being sought?**

Yes, the application will ask for all collaborators in your project as well as other means of funding.

**If the project is for multiple years, should we identify sources for additional funding to sustain the project?**

Yes. The application will ask you to explain any long-term strategies for the project.

**If we have additional questions about grants outside the Catholic Foundation of Michigan process and future collaboration, who should we contact?**

Feel free to contact us any time at 248-204-0332 ext. 1 and we will direct your call as appropriate.