Catholic Foundation of Michigan

Igniting Hearts
Invest. Serve. Grow.

# Competitive Granting Process: Frequently Asked Questions

**What is the application process like?**
All grant applications are submitted through the online system. The process begins with a LOI form. If invited, you'll be asked to move to the second stage of the process and submit a full proposal.

**How do I submit the LOI?**
The Letter of Intent (LOI) is not a letter. It is a brief online form. Once the LOI process opens, you will need to create an account on our online Grant System and submit the form. Please only create a new account if this is your first time accessing the platform.

**The system will not allow me to create an account because an existing organization exists with our EIN number. What can I do?**
The system does not allow multiple user accounts to register with the same EIN. If you receive an error stating that your organization already exists in the system, here are your next steps:

- Check Internally: Ask others at your organization (such as your administrator, development staff, or past grant applicants) if they have previously created an account and have access to the system. If so, they can log in and add you as a user under "Organizational History."
- If No One Has Access: If you're unsure who registered or no one has access, please email us. Be sure to include written permission from your organization's president, pastor, or principal, and we will add you to the existing organization record on the back end.

**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. The Foundation's board has identified youth initiatives/education, and supporting marginalized communities in line of Catholic teaching as focus areas for this cycle.

**What criteria does the Foundation use to evaluate applications?**
Each granting fund at the Foundation has its own evaluation criteria – please click here to review the Grant Guideline specifics. In addition to these, our Grant and Impact Committee evaluates applications based on several key factors, alignment with mission, potential impact, collaboration, and innovation.

**Where is the application located on the Catholic Foundation of Michigan 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).

**Should the project be ongoing beyond the funding period?**
That depends on the project; but we do want your project start and end date to be within the funding period. You will also be required to submit a follow-up report by October 30th at the latest. 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.

**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.

**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.

**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 fund it.

**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/volunteers, is that for 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 your plans to secure the additional funding and ensure the project's success.

**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.

**Is there a guideline of optimal length for responses to the questions?**
Each question will have its own character limit. The system will alert you if you are over.

**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.