

Robert W. Plaster Foundation, Inc.

Grant Making Process

1. Organizations seeking funding should review the Foundation's Funding Focus & Areas of Emphasis before submitting a request.
2. Organizations seeking consideration of funding should submit a **Letter of Inquiry** of no more than 2 pages with the following information:
 - Executive Summary
 - Organizational description
 - Statement of need
 - The methodology and timeline
 - Other funding sources
 - Summary of the project
3. Upon review of the **Letter of Inquiry** by the Charitable Distribution Committee the requesting organization will be informed in writing of an invitation to submit a **formal proposal** or declination.
4. The **formal proposal** should include the following:
 - Contact information
 - Organizational history, mission, goals
 - List of the Board of Directors
 - Financial information: budgets, financial statements, Form 990
 - IRS determination letter
 - Program description, needs addressed, staffing, timing, goals
 - Ways to measure effectiveness of the project
 - Other funding sources and ways to sustain the project
 - Project budget and amount requested
5. A site visit and/or formal in person presentation may be requested by the Foundation's Executive Director at any point during the application process.