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.