INFO SESSION
DECEMBER 1, 2022

2023 COMMUNITY GRANTS:
SUBMITTING YOUR LETTER OF INTEREST

WHAT WE’LL COVER IN THIS INFO SESSION:

• Organizational eligibility
• Decision-making criteria for PCCF community grants
• Review of the actual questions in the Letter of Interest form
• Available resources to assist in preparing your Letter of Interest
IS YOUR ORGANIZATION ELIGIBLE?

PCCF awards annual grants to nonprofit and local government entities serving people living or working in Park County, Montana.*

• Applicants are a qualified 501(c)(3) organization or have a fiscal sponsor that is a 501(c)(3) organization, or be a public entity located in Park County or with projects and programs in Park County, Montana.
• Organizations who have received previous funding are current on any final grant reports due to the Park County Community Foundation.

* For the purposes of this program, organizations located in and serving Mammoth, WY are also eligible.

HOW DOES PCCF DECIDE WHICH PROPOSALS TO FUND?

Funding decisions are made by our PCCF grants committee, which is a sub-committee of our volunteer Board of Directors. Barb facilitates the process but is not a voting member.

This Letter of Interest (LOI) is intended to evaluate the proposed components of your program design.

• If selected to apply, you will have an opportunity to elaborate further into the specifics of your project. We want to learn about the goals of your project but understand it may not yet be a fully developed plan!
• Feel free to keep your answers succinct, you aren’t required to use the entire amount available word count.
• The grants committee wants to see that your programming will impact a significant number of Park County residents; your LOI should clearly articulate the intended reach and impact of your program.
• Funding priority is for programs aligned with the issues identified in the We Will Park County visioning process.
We encourage you to review the full 2022 State of the County Report available on our website.

SUMMARY OF CONTENTS: 2023 LETTER OF INTEREST

There are 14 entry fields required for your completed Letter of Interest:

- 10 simple response or check-box fields
- 1 short answer: Organizational Mission Statement
- 2 narrative responses
- 1 document upload: Confirmation of eligibility
NOTE:

The following is an overview of the Letter of Interest question content.

All submissions must be made through our online portal.

PART 1:
PROJECT OVERVIEW

- Organizational Mission Statement
- Project Name
  - Is this an existing project or a new effort?
- Approximate Project Budget
- Total Amount Requested from PCCF
- Current Status of Project Funding
  - Already received
  - Pledged
  - In process
- Alignment with the We Will Park County vision
PART 2: COMMUNITY NEEDS & PROJECT GOALS

Narrative Question 1:
• Tell us the WHY: Which community need(s) will be addressed by this proposal & why does this matter?

Narrative Question 2
• Explain your WHAT: Please describe the goals you aim to accomplish with this project.

PART 3: PROJECT IMPACT & ORGANIZATIONAL ELIGIBILITY

Geographic region served
- All of Park County
- Shields valley
- Livingston
- Paradise Valley
- Gardiner
- Mammoth
- Cooke City

Unduplicated individual Park County residents served
- Less than 25
- 25-100
- 100-500
- 500-1000
- More than 1000

Confirmation of Eligibility
Please attach one of the following:
- IRS 501(c)(3) determination letter
- Fiscal sponsorship letter from the sponsoring 501(c)(3) organization along with their 501(c)(3) determination letter
- A brief description of your entity’s work if you are a public entity.
ACCESSING THE PCCF ONLINE GRANTS PLATFORM:

1. Log into your account on the GrantInterface.com website
2. Click the icon where it says “Apply.”

ACCESSING THE LETTER OF INTEREST FORM:

Click here to access the 2023 Letter of Interest form
3. Click the blue button that says “Apply” for the 2023 Community Grant. (Note that PCCF is also currently accepting applications for the SW MT Flood Relief Fund.)

**KEY DATES & DEADLINES:**

- **Tuesday, January 10, 2023**  
  Letter of Interest due at 5:00 pm MST

- **Tuesday, February 7, 2023**  
  Selected organizations will be invited to submit full applications

- **Tuesday, April 4, 2023**  
  Grant applications due at 5:00 pm MST

- **Tuesday, April 25, 2023**  
  Final reports due for 2022 annual grant cycle

- **Early May 2023**  
  2023 funding decisions announced; checks to follow shortly thereafter
QUESTIONS & ANSWERS

Zoom recording and handouts from PCCF’s November training on creating a Letter of Interest available here:

https://www.pccf-montana.org/for-nonprofits/apply-for-a-grant/

(This is also where we’ll be posting a recording of today’s info session.)

We are also providing opportunities for one-on-one help with PCCF staff members and with Hannah Cortez, Senior Grant Specialist with The Dotted I. Follow this link to tell us what assistance would be helpful:

https://find.pccf-montana.org/LOI-Help-Desk_Requests

THANK YOU FOR YOUR INTEREST IN PCCF’S ANNUAL GRANTS PROGRAM!

We look forward to learning more about your vision for enhancing the quality of life in Park County.

Barb Oldershaw, PCCF Program Director

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