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## *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.

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## *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.

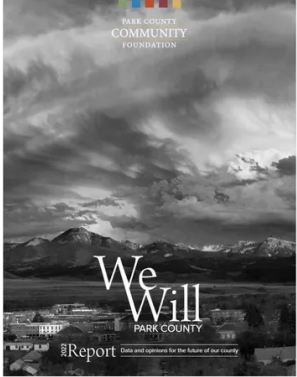
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We Will Park County is a citizen-informed initiative to help our citizens, organizations and governments determine their future. Launched over three years ago from the input of more than 700 residents, We Will established a vision for the community across **five key areas**.

**We Will  
PARK COUNTY**


- Landscapes and Natural Amenities
- Small Town and Rural Lifestyle
- Economic Performance
- Housing and Affordability
- Health Safety and Education

We encourage you to review the full 2022 State of the County Report available [on our website](#).



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*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

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*NOTE:*

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

All submissions must be made through our online portal.

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*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



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## *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.

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## *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



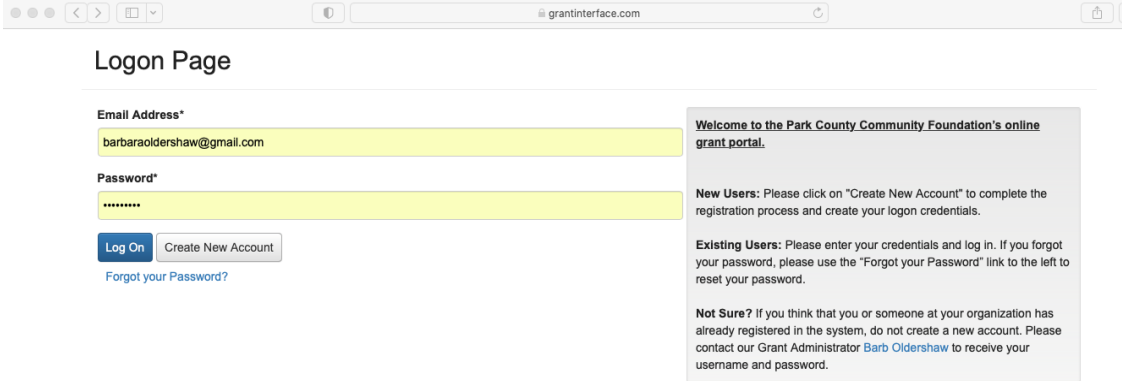
### Confirmation of Eligibility

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.

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## ACCESSING THE PCCF ONLINE GRANTS PLATFORM:

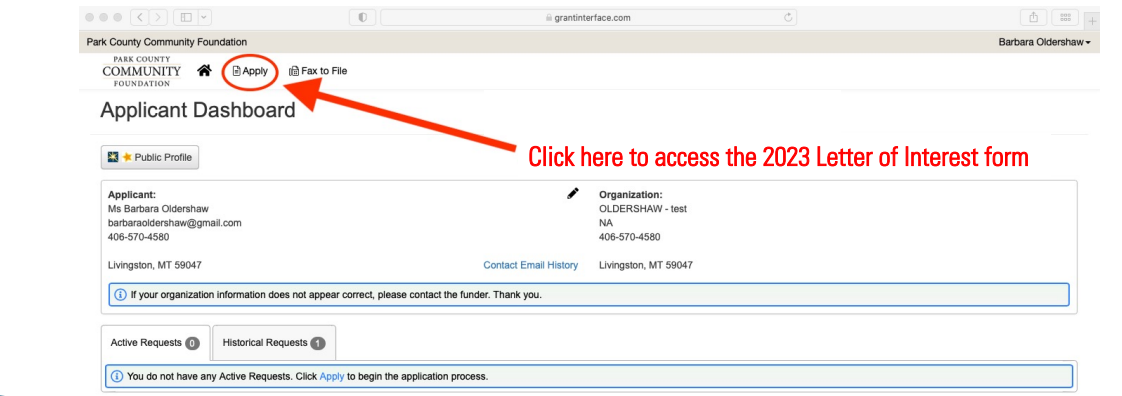


The screenshot shows a web browser window with the URL [grantinterface.com](http://grantinterface.com). The page is titled "Logon Page". It features two input fields: "Email Address\*" with the value [barbaraoldershaw@gmail.com](mailto:barbaraoldershaw@gmail.com) and "Password\*" with masked characters. Below these fields are buttons for "Log On" and "Create New Account", and a link for "Forgot your Password?". To the right, a grey box contains a welcome message and instructions for new and existing users, as well as contact information for the Grant Administrator, Barb Oldershaw.

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## ACCESSING THE LETTER OF INTEREST FORM:

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



The screenshot shows the "Applicant Dashboard" on the GrantInterface.com website. The user is logged in as Barbara Oldershaw. The dashboard includes a navigation bar with a red circle around the "Apply" button, which is pointed to by a red arrow and a red text label: "Click here to access the 2023 Letter of Interest form". The dashboard also displays the applicant's profile information, including the name, email, phone number, and address. There are tabs for "Active Requests" and "Historical Requests", and a message indicating that the user has no active requests and should click "Apply" to begin the application process.






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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.)

The screenshot shows the 'Apply' page of the Park County Community Foundation. At the top, there's a navigation bar with 'Apply' and 'Organization History' links. Below this, a search bar and a 'Quick Search' field are visible. The main content area features two sections: 'Letter of Interest: 2023 Community Grant' and 'SW MT Flood Relief Fund'. The first section has a blue 'Apply' button highlighted by a red oval and a red arrow. The second section also has a blue 'Apply' button. A red oval also highlights the 'DEADLINE for Letter of Interest submissions is 5:00 pm on Tuesday, January 10, 2023.' notice.

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## *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

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## *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](https://find.pccf-montana.org/LOI-Help-Desk_Requests)



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## *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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Cell: 406-570-4580

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