



## FIRST FINANCIAL NORTHWEST FOUNDATION FUND GRANT APPLICATION PROCESS

In order to make the best use of time and resources, the First Financial Northwest Foundation Fund has established a three-step application process. Applications are reviewed only during the published annual grant cycle (please see Renton Community Foundation website).

**Step One:** Qualified applicants should send a Letter of Inquiry (LOI) by the requested deadline (please see below).

**Step Two:** The FFNWF Board will review LOIs and decide *which organizations will be asked to submit a full application*. Those organizations will be notified of the date the full application must be received. This does not guarantee approval of the grant.

**Step Three:** The board will review requested applications to make their grant decisions. A recommendation will be sent to the Renton Community Foundation Board of Directors in December for final approval. Grants will be awarded at the Renton Community Foundation's annual CELEBRATE! The Love of Community event in February of the next year.

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**LETTER OF INQUIRY:** Please send a Letter of Inquiry, including the following information in no more than three pages, single spaced by **5:00 p.m. August 19, 2016**.

**PAGE ONE:** Include a cover sheet printed on your letterhead that has all contact information, a very brief introduction about your organization, the amount you are requesting, your tax ID number, and the signature of the person authorized to make the request.

**PAGE TWO:** Please describe the reason for your request in a few paragraphs, including overall goals, methodology to achieve those goals, approximately how many people might be affected, duration of the project, stumbling blocks you may encounter, and estimated timeline.

**PAGE THREE:** Please provide an estimated budget for the project and a listing of potential other funding sources, if there are any.

Letters of inquiries should be emailed to [info@rentonfoundation.org](mailto:info@rentonfoundation.org), or mailed to RCF, P.O. Box 820, Renton, WA 98057 by the stated deadline. Late applicants will not be considered. Please do not include any other attachments at this time. *We will notify you if we want you to submit a full application.*