

# SECU Foundation Letter of Interest

Thank you for your interest in the SECU Foundation Grant Program. Please read carefully the following criteria and application requirements. We welcome your comments and questions concerning your eligibility.

## Instructions

1. Letter of Interest must be typed using the sections and heading provided within the application.
2. Grant requests may be submitted any time during the year and will generally be considered on a semi-annual schedule by the Foundation Board.
3. Submit only one copy of the application to SECU Foundation. Applications should be emailed to [secufoundation@ncsecu.org](mailto:secufoundation@ncsecu.org).
4. Additional materials (i.e.: articles, photos, etc.) may be included but are not necessary for the initial request.
5. Grant requests accepted by SECU Foundation for further consideration will be referred to the local SECU Advisory Boards for consideration/review.
6. SECU Foundation Board will make all final decisions on project funding.

## Questions

Questions about SECU Foundation, or this grant application should be directed to:

Email: [secufoundation@ncsecu.org](mailto:secufoundation@ncsecu.org)

Phone: 1-800-438-1104

**SECU Foundation**

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## Letter of Interest Cover Sheet

Amount of Grant/Loan Request	
Date of Request	
Organization Name	
Organization Address	
City, State, ZIP	
Tax ID #	
Contact Person/Title	
Telephone Number(s)	
Facsimile Number	
E-mail Address	
Total Project Budget	

**Purpose of Grant (one sentence):**

\_\_\_\_\_  
Signature of person responsible for proposal and completion of project

\_\_\_\_\_  
Print name listed above

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received by SECU Foundation

## Project Selection Considerations

- Preference given to a combination of projects that have a **statewide impact**, or **major regional impact**, and may serve as a model for replication in other North Carolina communities.
- Seek projects that are **tangible** (*permanent, visible, capital versus operational*). **Do not support operational budgets, nor budget shortfalls.**
- Seek to fund projects through **other foundations and nonprofit organizations (do not fund for-profit organizations).**
- Seek projects that **improve the social and economic condition of public employees** in North Carolina.
- “Seek projects that are **not principally nor typically funded by a governmental agency**. In cases where projects have existing appropriations only consider funding where funding would augment or enhance projects which have existing appropriations.
- Generally seek to fund projects that **strengthen the partnership with State employees.**
- Seek to identify programmatic projects to solve problems and to develop relationships with other non-profits and foundations.

## Letter of Interest Format

Each grant application received by SECU Foundation will be reviewed based on the information provided within each of the categories below. Please be as detailed as possible so we may have a clear picture of your proposed request.

### **Section 1: Executive Summary**

Provide a one to two-page (maximum) overview of the purpose and focus of the grant request, incorporating key points from items A-F.

#### **A: Statement of Need - Purpose**

Provide a detailed description of the specific need/problem being addressed through the project. Also include the community you plan to serve with the project and how this population will benefit from your efforts.

#### **B: Description of Proposed Activities**

Provide as much detail as possible on the implementation of your project. Include

names and qualifications of the individuals who will direct the project; anticipated length of project; and, how the project will improve or otherwise impact the lives of individuals. If this is a capital project request involving leased property, please include the long-term lease information.

**C: Measures of Success**

Qualitative and quantitative goals and objectives should be included. Should your request be approved, you may be required to submit scheduled reports showing your progress toward these goals. Be specific about the number of clients/members/consumers impacted.

**D: Partner Organizations**

Include the names and roles of organizations that will serve as project partners and/or resources.

**E: Leveraged Funds**

Explain how the project will leverage funds from other sources, including a list of proposed partners and the anticipated levels of financial support.

**F: Sustainability**

Provide a summary for how the project will be maintained and/or supported at the conclusion of the funding cycle.

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## **Section 2: Organizational Information**

Include a statement and attachment of your organization's mission and vision. Also include current programs and accomplishments as well as related achievements of the recent past.

### **Attachments (Optional)**

- List names of the members of governing board, showing their business, professional or community affiliations.
- Resumes or brief biographies of key personnel.
- List of specific aims, goals of the funds from this grant.
- A detailed description of how these goals will be achieved.
- A description of the method to be used to assess the success and impact of this project.
- Organizational financial information, balance sheet, copy of last audit.
- A fundraising history including:

- a) the total amount given by foundations and the amount given by corporations for each year for the last five years, and
  - b) the amount, source, and purpose of the five largest gifts received during the same timeframe
- A statement describing how SECU Foundation's support would be acknowledged if a grant were made
  - Business plan

## Limitations

- Grant requests are limited by SECU Foundation funding.
- SECU Foundation Board decisions are final.
- Awards will generally be made in January and July of each year. The Board may consider grants at other times.

## For Your Information

- Funding focus must be consistent with purpose of SECU Foundation.
- Grant requests must demonstrate ability to meet needs and goals with measurable results.
- Ability to utilize funds within one year from the date grant is approved.
- SECU Foundation does **not** fund the following programs:
  1. Endowment campaigns
  2. Individuals or individual projects
  3. General or administrative costs
  4. Political or religious programs
  5. Reduction or liquidation of debt

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*SECU Foundation Grant Application – Letter of Interest*