

# Untapped Resources

## *Guidelines for applying for a grant*

**Mission:** We believe our communities are filled with people and organizations that know how to bring stakeholders together to improve lives, celebrate community, and solve local problems.

Untapped Resources funds these creative efforts with awards between \$5,000 and \$25,000. Priority is given to proposals that demonstrate how their project will enhance their community in measurable and tangible ways.

To apply for a grant, applicants must submit a brief **Letter of Intent**, which includes a simple budget. Letters of Intent and any inquiries regarding grants should be addressed to [grants@untappedresources.org](mailto:grants@untappedresources.org). If funded, a team from Untapped will meet with your organization for an initial introduction, and then as deemed useful to hear about progress and other updates.

The most important part of the Letter of Intent (LOI) is a narrative summary that describes the proposed project (or the current thrust of the organization if requiring operating money without a distinct project in mind) . This can be informal but must provide a clear picture of your organization's goals and the specific objectives of the project. We also recommend including the following into LOI:

- How long have you been in operation?
- An overview of your operation from a human resources perspective. How many full time/part time staff, and volunteers work for your organization?
- Your organization should be a registered 501(c)(3) or your project should clearly fit into the arena of socially beneficial. If you are not a 501(c)(3) please explain how your project would benefit a wide group of people inside a community.
- Anything else you want the committee to know to better understand your mission, vision and project.

In addition to the above, make sure your LOI also includes:

**Organization Name:**

**Address:**

**Project Title:**

**Contact Person:**

**Contact Phone:**

**E-mail:**

\*\*The contact person listed will serve as a liaison with Untapped Resources and will be responsible for administering the grant and submitting the end-of-project report.

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**Reporting:** Grant recipients should expect to complete a brief report after the conclusion of the grant. In the case of a book or other document, a copy of the work may be submitted in lieu of a report. Recipients will be invited to attend and participate in an annual community building event where all Untapped Resources grantees can share information about their project, build relationships with other nonprofits, funders, and community members.