



INDIAN RIVER
COMMUNITY FOUNDATION

Discretionary Grant Process

LETTER
OF IDEA

GRANTEE
CONFERENCE

APPLICATION

EVALUATION

FOLLOW UP

- While not required, IRCF recommends first-time applicants attend a Grantseeker Orientation prior to submitting an LOI.
- LOI's are reviewed by the Grants & Nonprofit Services Team on a monthly basis.

- First-time applicants, organizations with major leadership changes, and third year renewals must attend a pre-application grantee conference.
- Qualifying organizations will be invited to complete a full application.

- Application deadlines run on a quarterly schedule: Feb 15, May 15, Aug 15 & Nov 15
- No more than 10 organizations are invited per cycle.
- Applications are reviewed in the order they are received and are assigned a deadline.

- The Grant Review Committees read and complete an evaluation form for each organization.
- The committee makes grant recommendations for the approval of the Board of Directors.

- Applicants are assigned a grant agreement, interim report and final report.
- The Grants & Nonprofit Services team meets with applicants following the submission of the interim report.
- The Grant Review Committees may request a site visit.