

Application Guidelines

The Meyer Foundation awards grants to nonprofit organizations that serve the people and communities in the Washington, DC region. Grants are awarded in 10 program areas: arts, heritage, and culture; children, youth, and families; civic engagement; education; employment and skills training; health and mental health; homelessness and hunger; housing and community development; immigrant communities; and law and justice.

Eligibility

To be eligible for consideration, applicants must be:

- A nonprofit organization with tax-exempt status under section 501(c)(3) of the Internal Revenue Code and organized and operated for charitable purposes.
- Located within and primarily serving the Washington, DC region, which is defined as: the District of Columbia; the Maryland counties of Montgomery, Prince George's, Calvert, Charles, and St. Mary's; and the Virginia counties of Arlington, Fairfax, Loudoun, Prince William, and Stafford and cities of Alexandria, Falls Church, Manassas, and Manassas Park in Virginia.

The Foundation generally will **not** consider requests to fund:

- Individuals, either through scholarships or other forms of financial assistance
- Scientific or medical research
- Sectarian purposes (programs that promote religious doctrine)
- Special events or conferences
- Endowments

How to Apply

The Meyer Foundation uses a two-step application process:

Step One—Eligible candidates interested in requesting a grant from the Meyer Foundation are *required to first submit a letter of inquiry (LOI)*.

Step Two—The letter of inquiry will be reviewed by the Foundation. Applicants will be notified about the Foundation's interest within two months following the submission deadline. If the project is selected for further consideration, a program officer will schedule a meeting to discuss the request. At that time, a full proposal may be invited and the program officer and applicant will agree upon its submission date. A request for submission of a full proposal **in no way** guarantees eventual funding of the request. Uninvited proposals will not be accepted.

Letter of Inquiry Instructions

A letter of inquiry (LOI) to the Meyer Foundation must consist of the following three parts: a completed LOI cover sheet, a two-page letter of inquiry, and required attachments. **The Foundation requires two copies of each.**

LOI Cover Sheet — Please use the attached LOI Cover Sheet and complete the requested information.

Letter of Inquiry

Using no more than two single-spaced pages, please provide the following:

- A brief statement of organization's history, mission, and the previous year's accomplishments
- Purpose of the request, need for the proposed project, target population and geographic area to be served
- Specifics on how the project would work, how many people would be served, potential partners, and anticipated outcomes (how the target population or the organization will be different at the end of the project)
- Relationship of the request/proposed project to the organization's primary mission
- Discussion of the project budget and funding committed to date

Attachments—The following attachments to the letter of inquiry are required:

- Copy of applicant's IRS final determination letter for 501(c)(3) status
- Proposed project budget, showing revenue and expenses
- Organization's current operating budget, showing revenue and expenses
- Organization's current audited financial statement
- List of other funders and the amount committed by or requested from each to support this request
- Brochure or newsletter, if available, describing the organization's activities and/or mission (optional)

LOI Submission Information — All letters of inquiry (including LOI cover sheet, letter, and required attachments) must be received in the Foundation's offices no later than 5 p.m. on the day of the deadline.

Note: Applicants will receive a postcard acknowledging receipt of the LOI.

LOI Deadline:	Applicant notified by:	Board Grant Decision:
February 1, 2008	April 2008	June 2008
June 6, 2008	August 2008	October 2008
October 3, 2008	December 2008	February 2009

Please submit **two** sets of the letter of inquiry (1 original and 1 copy), including the LOI cover sheet, letter, and required attachments to:

Julie Rogers, President
The Meyer Foundation
1400 16th Street, NW
Suite 360
Washington, DC 20036

Faxes and email applications are not accepted at this time.

Organization Information

Organization Name: _____
as shown on 501(c)(3) letter

Street Address: _____

City, State, ZIP Code: _____

Phone: () _____ Fax: () _____

General Email Address: _____

Website Address: _____

Contact Information

Name: _____ Phone: () _____

Title: _____ Fax: () _____

Email: _____

Grant Request Information

Dollar Amount Requested: \$ _____	Fiscal Year Begins (month/day): _____ / _____
Total Operating Budget: \$ _____	Last Meyer Grant Amount: \$ _____
Total Project Budget: \$ _____	Last Meyer Grant Awarded (month/year): _____ / _____

Brief summary of the request (required): _____

Two copies of all materials must be received in the Foundation's offices by 5:00 pm on the deadline date.

Please be sure to include two (2) sets of the following:

- | | |
|--|--|
| <input type="checkbox"/> Cover sheet | <input type="checkbox"/> Project budget |
| <input type="checkbox"/> Two-page letter | <input type="checkbox"/> Organization's operating budget |
| <input type="checkbox"/> Copy of 501(c)(3) letter (must reflect organization's current name & address) | <input type="checkbox"/> Current audited financial statement |
| | <input type="checkbox"/> List of other funders for project |