



## **CAROLINAEAST FOUNDATION GRANT PROCEDURES**

- 1) Letter of Intent received from nonprofit: October 15, 2018 for first grant cycle FY 2019. Non-profits who are interested in submitting a grant for the second cycle for FY 2019 should have their Letter in Intent in by May 15, 2019.
- 2) Non-profits will be notified within three weeks if organization has been approved to submit a full proposal.
- 3) Grant requests received at the CarolinaEast Foundation Office, 2007-B Neuse Blvd, New Bern, NC 28560. Deadline for fiscal year 2019: First grant cycle: December 14, 2018 and second grant cycle: July 19, 2019. One application / request per organization per fiscal year (October – September).
- 2) Requests reviewed by the Executive Director and Allocation and Disbursements Committee members prior to ADCOM meeting.
- 3) Grant requests reviewed at ADCOM meeting. A representative of the applicant's organization will be requested to attend the scheduled ADCOM meeting. We will call you with a scheduled time.
- 4) Grants assigned priority by ADCOM prior to budget authorization.
- 5) ADCOM grant recommendation presented to Executive Committee.
- 6) ADCOM Grant recommendations presented to Board of Directors for approval.
- 7) Status of grants reported to ADCOM as requested.