



## UNDERSTANDING OUR REVIEW PROCESS

Here's what to expect after you submit your application.

### 1. LOI REVIEW

- CFL staff will review your LOI for completeness. It will then be opened to the Committee. Using a standard rubric, they will review your LOI for eligibility, and alignment with the grant program, considering need, organizational capacity, clarity of proposal, community impact, funding priorities, etc.
- If additional information is needed, staff will follow up with you.
- If your LOI is approved, staff will open your application in the portal.

### 2. SITE VISITS (IMPACT GRANTS ONLY)

- Impact Grant applicants are expected to participate in a site visit to provide the committee an opportunity to learn more about the organization and proposed project firsthand.
- Site visits are scheduled at the convenience of the committee; they are generally held at CFL's office, unless your location is essential to understanding the scope or context of the request.
- Agencies will be notified of the date, time, and location within one week of application submittal.

### 3. FINAL DELIBERATION AND RECOMMENDATIONS

- After reviewing all materials and conducting site visits (if applicable), the committee meets to discuss and rank proposals.
- The committee makes funding recommendations to the Foundation's Board of Directors.

### 4. BOARD APPROVAL AND NOTIFICATION

- Funding decisions are finalized by the Board.
- Applicants are notified **by email** of the decision, generally on the day the decision is finalized.
- Feedback may be provided upon request, particularly for declined applications.