



PARK COUNTY  
**COMMUNITY**  
FOUNDATION

2024 COMMUNITY GRANTS:  
  
SUBMITTING YOUR  
LETTER OF INTEREST

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*WHAT WE'LL  
COVER IN THIS  
PRE-RECORDED  
INFO SESSION:*

- Organizational eligibility
- Decision-making criteria for PCCF community grants
- Review of the actual questions in the Letter of Interest form
- Available resources to assist in preparing your Letter of Interest

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## *IS YOUR ORGANIZATION ELIGIBLE?*

PCCF awards annual grants to nonprofit and local government entities serving people living or working in Park County, Montana.\*

- Applicants are a qualified 501(c)(3) organization or have a fiscal sponsor that is a 501(c)(3) organization, or be a public entity located in Park County or with projects and programs in Park County, Montana.
- Organizations who have received previous funding are current on any final grant reports due to the Park County Community Foundation.

\* For the purposes of this program, organizations located in and serving Mammoth, WY are also eligible.

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## *HOW DOES PCCF DECIDE WHICH PROPOSALS TO FUND?*

Funding decisions are made by our PCCF grants committee, which is a sub-committee of our volunteer Board of Directors.

Barb Oldershaw, PCCF Program Director, facilitates the process but is not a voting member.


This Letter of Interest (LOI) is intended to evaluate the proposed components of your program design.

- **If selected to apply, you will have an opportunity to elaborate further on the specifics of your project. We want to learn about the goals of your project but understand it may not yet be a fully developed plan!**
- Feel free to keep your answers succinct, you aren't required to use the entire amount available word count.
- The grants committee wants to see that your programming will impact a significant number of Park County residents; your LOI should clearly articulate the intended reach and impact of your program.
- Funding priority is for programs aligned with the issues identified in the [We Will Park County](#) visioning process.

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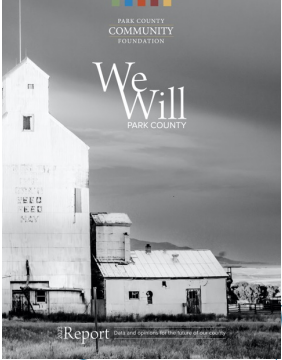
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We Will Park County is a citizen-informed initiative to help our citizens, organizations, and governmental entities better impact our shared future. Launched in 2019 from the input of more than 700 residents, We Will established a vision for the community across **five key areas**:




- Landscapes and Natural Amenities
- Small Town and Rural Lifestyle
- Economic Performance
- Housing and Affordability
- Health Safety and Education

We encourage you to review the 2023 We Will Park County report available [on our website](#).



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*SUMMARY OF CONTENTS:  
2024 LETTER OF INTEREST*

**There are 15 entry fields required for your completed Letter of Interest:**

- 10 simple responses or check-box fields
- 2 narrative responses: the “Why?” and “What?” of your proposed project
- 2 short narrative answers: Organizational Mission Statement & background on #s served by this program
- 1 document upload: Confirmation of eligibility

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*NOTE:*

The following is an overview of the Letter of Interest question content.

**All submissions must be made through our online portal.**

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## *PART 1: PROJECT OVERVIEW*

- Organizational Mission Statement
- Project Name
  - Is this an existing project or a new effort?
- Approximate Project Budget
- Total Amount Requested from PCCF
- Current Status of Project Funding
  - Already received
  - Pledged
  - In process (ie: recently submitted grant applications, anticipated profits from fundraising events and/or major donor gifts in support of this project)
- Alignment with the We Will Park County vision



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## PART 2: COMMUNITY NEEDS & PROJECT GOALS

### Narrative Question 1:

- Tell us the WHY: Which community need(s) will be addressed by this proposal & why does this matter?

### Narrative Question 2

- Explain your WHAT: Please describe the goals you aim to accomplish with this project.

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## PART 3: PROJECT IMPACT & ORGANIZATIONAL ELIGIBILITY



### Geographic region served

All of Park County  
 Shields valley  
 Livingston  
 Paradise Valley  
 Gardiner  
 Mammoth  
 Cooke City



### Unduplicated individual Park County residents served

Less than 25  
 25-100  
 100-500  
 500 -1000  
 More than 1000

*Please provide a brief narrative description of how you calculated this number.*



### Confirmation of Eligibility

Please attach one of the following:

- IRS 501(c)(3) determination letter
- Fiscal sponsorship letter from the sponsoring 501(c)(3) organization along with their 501(c)(3) determination letter
- A brief description of your entity's work if you are a public entity.

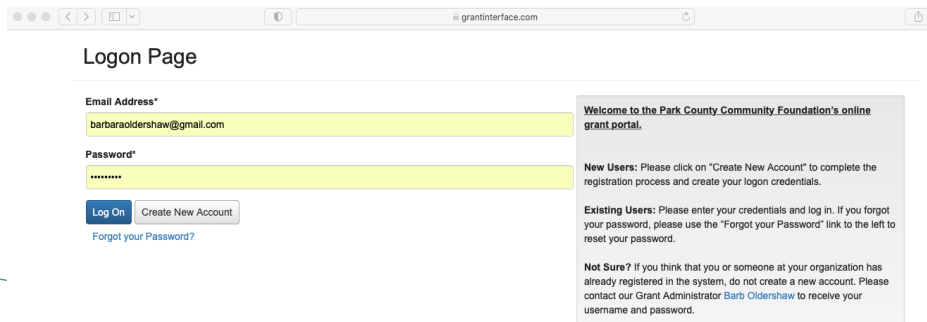
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## 1. GO TO OUR GRANTS PLATFORM:

- You can access the grants platform by clicking on the hyperlink from the PCCF website: <https://find.pccf-montana.org/Apply-for-a-grant>
- Or can you go there directly with this link: <https://find.pccf-montana.org/Online-grants-platform>

In either case, here is what the landing page will look like:

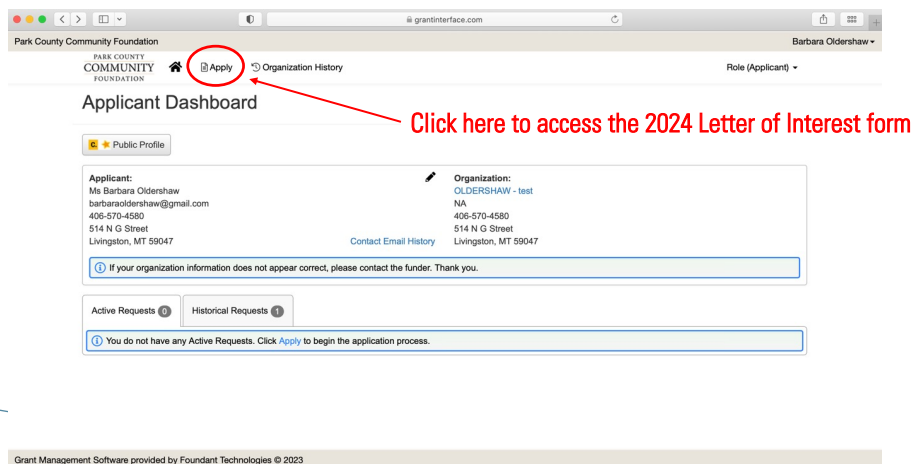


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## 2. ACCESS THE LETTER OF INTEREST FORM:

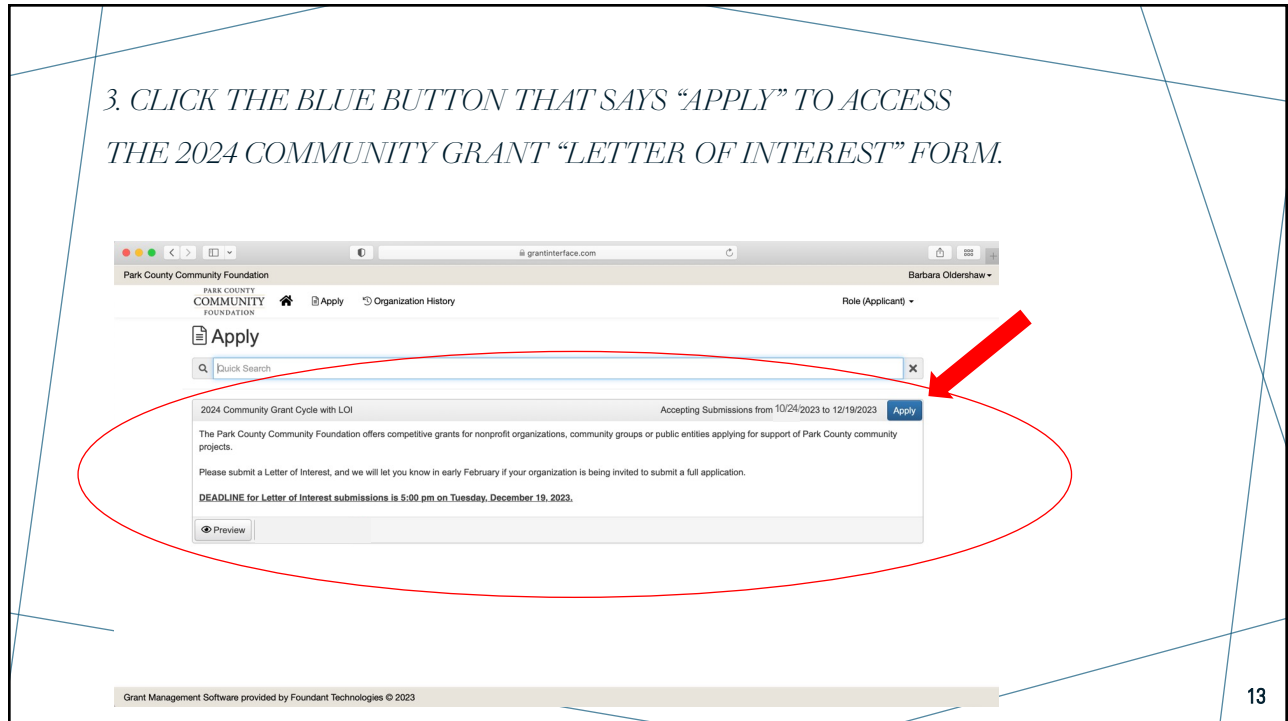
After logging into your account, click the icon that says "Apply."



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3. CLICK THE BLUE BUTTON THAT SAYS “APPLY” TO ACCESS THE 2024 COMMUNITY GRANT “LETTER OF INTEREST” FORM.



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## KEY DATES & DEADLINES:

	Tuesday, December 19, 2023	Letter of Interest due at 5:00 pm MST
	Tuesday, February 6, 2024	Selected organizations will be invited to submit full applications
	Tuesday, March 12, 2024	Grant applications due at 5:00 pm MST
	Tuesday, April 9, 2024	Final reports due for 2023 PCCF Community Grants
	Early May 2024	2024 funding decisions announced; checks to follow shortly thereafter



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## *RESOURCES TO SUPPORT YOU IN CRAFTING A LETTER OF INTEREST (LOI)*

1. **Previous PCCF nonprofit trainings:**
  - Materials from previous trainings on grant writing in general and on Letters of Interest in particular can be found at this link: <https://find.pccf-montana.org/Resources-for-writing-grants-and-LOIs>
  - If you need an assist navigating those online resources, reach out to Nonprofit ACTION program training coordinator, Keva Ward: [Programs@pccf-montana.org](mailto:Programs@pccf-montana.org)
  - Want to be sure you're receiving updates on all of our trainings? Sign up here to receive our nonprofit emails: [https://find.pccf-montana.org/Sign-up\\_to\\_receive\\_PCCF\\_emails](https://find.pccf-montana.org/Sign-up_to_receive_PCCF_emails)
2. **An upcoming PCCF training:**

Park County's own "story wrangler" Bex Frucht will be leading a lively workshop to help you hone your skills in telling a compelling story of how your work impacts our community. This is a great opportunity to fine-tune the narrative content we're asking you to provide in the LOI.

  - Thurs, 12/7, 11:30 am – 1:00 pm at the PCCF office, 104 S. Main Street, Livingston
  - [Click here for more details & to register: https://find.pccf-montana.org/Nonprofit-Story-Wrangling](https://find.pccf-montana.org/Nonprofit-Story-Wrangling)


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3. **Seeking input on how to best frame your work in the context of the We Will Park County funding priorities?**
  - Reach out to schedule a conversation with Barb Oldershaw, PCCF Program Director
  - She is available via email [ [Barb.Oldershaw@pccf-montana.org](mailto:Barb.Oldershaw@pccf-montana.org) ] or by cell: [406-570-4580](tel:406-570-4580)

*THANK YOU FOR YOUR INTEREST IN PCCF'S COMMUNITY GRANTS PROGRAM*

**We look forward to learning more about your vision for enhancing the quality of life in Park County!**





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