



Concept Letter Overview & Submission

As part of both of our Technology Grant and Impact Project evaluation processes, we require all organizations to complete a concept letter. This letter should provide an overview of your organization, audience, challenge and proposed project. The concept letter will be used by the Thierer Family Foundation to determine which projects will receive further consideration and which grant process makes the most sense for your proposed project.

Concept Letter Requirements

In the concept letter, please address the following items:

- **Organization Overview:** Provide an overview of your organization, mission, programs/services and audiences served.
- **Statement of Need:** Briefly describe the problem you seek to address, the constituents you hope to serve, and the importance of the issue.
- **Project Overview:** Briefly describe your project including what you hope to achieve, what impact it will have on your organization/ability to deliver on your mission and how the project will be measured/evaluated. Include statements that address innovation in your approach to the problem. Give time frames for implementation of the project. Describe any organizations or agencies with which you will partner for this project.
- **Total Budget & Amount Requested:** Identify how much the overall project will cost and how much you are requesting from the Thierer Family Foundation.

Concept Letter Submission

To be considered for a Thierer Family Foundation grant, please submit the following items to grants@thiererfamilyfoundation.org.

- A concept letter (no more than 2 pages)
- Supporting documents as needed (no more than 3 pages)
- A completed [contact form](#)
- Copy of your IRS Determination Letter
- Copy of your most recent IRS 990