



## **CATALYST FUND LETTER OF INQUIRY AND PROPOSAL GUIDELINES**

The Catalyst fund works proactively to identify investment opportunities and only considers proposals or letters of inquiry that have been invited. When responding to an invitation for submission, please consider the following guidelines.

### **Letters of Inquiry**

If your organization or collaborative has been invited to submit a letter of inquiry, please work with the Central Corridor Funders Collaborative Director to submit a letter that addresses the following information:

Organizational/collaborative name

Organizational/fiscal agent legal status

Contact name, title, address, phone number, and email address

What amount of funding are you requesting?

What is the problem you are seeking to address?

How does the project meet one or more of the Funders Collaborative's principles and outcomes?

What is your strategy to address the problem?

Who will be involved and what role will each partner play?

For requests of \$20,000 or less letters of inquiry will be reviewed by Catalyst Fund staff and members to determine if funding will be awarded. For requests larger than \$20,000 letters of inquiry will be reviewed by Catalyst Fund staff and members to determine if a complete proposal should be developed. Do not complete a full proposal unless requested to do so.

### **Proposals**

If your organization or collaborative has been invited to submit a proposal, please work with the Central Corridor Funders Collaborative Director to submit a proposal that addresses the following information:

Organizational/collaborative name and legal status

Contact name, title, address, phone number, and email address

What is the name of the proposal?

What amount of funding are you requesting?

What is the problem you are seeking to address?

How does the project meet one or more of the Funders Collaborative's principles and outcomes (see [www.funderscollabortive.org](http://www.funderscollabortive.org))?

What is your strategy to address the problem?

What activities will this funding support?

Who will be involved and what role will each partner play?

What are your planned short-term and long-term outcomes?

What indicators will you use to evaluate your success?

What is the project's budget?



Please submit your business or project plan that demonstrates that the project is reasonable, feasible, and impactful. Please also submit your organization's current board of directors list, most recent financial statements (audit, if available), and, for nonprofit organizations, your current IRS Ruling Letter. Proposals will be reviewed by Catalyst Fund staff and members to determine if funding will be awarded.

### **Questions to be considered in reviewing proposals**

Catalyst Fund staff and members will consider the following criteria when reviewing your proposal.

#### Strategic Approach

- Does the applicant provide a clear statement of the problem/opportunity to be addressed?
- Does the applicant have a clear workplan with clearly identified goals and objectives?
- Is the project transformational, leading to changes in systems, institutions, relationships, or leadership?
- Have measurable outcomes been developed to gauge project success?

#### Principles and Outcomes

- Does the project promote learning or build a shared solution?
- Does the project include wide participation, build off of community resident-led planning, and include participation from a variety of sectors?
- Does the project promote fairness, paying special attention to the interests of low-income residents?
- Does the project promote a comprehensive approach to solutions?
- Does the project promote sustainability?
- Does the project promote healthy living?
- Has the project built in community engagement and accountability?
- Is the project run by an innovative or nontraditional partnership or collaboration?
- Does the project match one or more of the Funders Collaborative's outcomes (affordable housing, strong local economy, vibrant transit-oriented places, effective coordination and collaboration)?
- Is the project replicable or does it have significance outside of the Central Corridor?

#### Capacity

- Does the applicant have a history of accomplishment?
- Do the applicant's leadership and staff reflect participation from affected communities?
- Does the applicant have the capacity to carry out the project or does the project build new capacity?

#### Financial

- Does the applicant have a history of strong financial management?
- Is the budget realistic?