



CAROLYN W. and CHARLES T.
BEAIRD FAMILY FOUNDATION

**Request for Proposals
Spring 2024**

The Carolyn W. and Charles T. Beaird Family Foundation is pleased to accept Letter of Intent submissions for consideration of support through its spring 2024 grant cycle beginning December 1, 2023. Please contact the Carolyn W. and Charles T. Beaird Family Foundation with questions about the spring 2024 grant cycle at 318-221-2823 or info@beairdfoundation.org.

Letter of Intent (LOI) Submission

The LOI is the first step in determining whether an organization may be eligible to apply for a Carolyn W. and Charles T. Beaird Family Foundation grant. The LOI serves three purposes. It provides an overview of the organization, introduces the proposed project, and provides the organization's budget and project's budget. The LOI requires narrative responses and several document uploads. If the organization is invited to apply for a spring 2024 grant, the LOI responses and supplemental documents will be considered along with the grant application; therefore, we strongly recommend that organizations carefully consider the LOI submission.

LOI and Grant Application Process

The LOI must be completed by interested organizations through the Foundation's online grant management system, powered by Foundant Grant Lifecycle Manager. Organizations will register in the system, if they haven't done so previously, or log into their existing account to complete the LOI form. **The email address that is used to register in the system will be used for all communications, so please ensure the accuracy of the email address and that it is actively monitored by someone in your organization.** Organizations may access the system at www.beairdfoundation.org.

The LOI may be worked on in stages without submitting a final version immediately. **All LOIs must be submitted between December 1, 2023 and January 5, 2024, 11:59 p.m. CT.** Upon LOI submission, organizations will receive an email stating that the Foundation received the LOI. If an organization does not receive a receipt email, please contact info@beairdfoundation.org.

All LOI applicants will be notified by email by January 15, 2024 of their grant application invitation status; **please ensure the accuracy of the email on file.** If the LOI is approved, the organization will be invited to access the online grant application on January 15, 2024. Thereafter, the invited organization will **submit the grant application on or before January 31, 2024, 11:59 p.m. CT.**



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Timeline

December 1, 2023:	LOI Orientation Videos available www.beairdfoundation.org/grants
Dec. 1, 2023 – Jan. 5, 2024:	LOI form available online and organizations may submit LOI form online <i>LOI forms must be submitted by January 5, 2024, 11:59 p.m. CT</i>
January 15, 2024:	Organizations notified via email of grant application invitation status
January 15 – 31, 2024:	Grant applications accepted from invited organizations <i>Grant applications must be submitted by January 31, 2024, 11:59 p.m. CT</i>
May 15, 2024:	Invited organizations notified by mail of grant application decision status

FAQS

Is there a limit on the number of LOI forms an organization may submit?

An **organization may submit one LOI** for the spring 2024 cycle. If the **LOI is not approved** for the spring 2024 grant cycle, the organization will not be invited to submit a grant application for the spring cycle. The next opportunity for LOI submission will be for the spring 2025 grant cycle. If the **LOI is approved** for the spring 2024 grant cycle, the organization will be invited to submit a grant application.

What types of organizations are eligible to apply for a grant?

In addition to other factors, eligible organizations:

- Must be a 501c3 tax-exempt organization as determined by the Internal Revenue Service
- Adhere to the Beaird Family Foundation's [nondiscrimination policy](#)
- Have submitted a Follow-up Report for prior Foundation grant *before* LOI submission (if applicable)

What are grant follow-up reporting requirements?

If your organization received a grant before or during 2023, a follow-up report form must be completed *before* a LOI is submitted for the spring 2024 grant cycle. **Organizations that receive a spring 2024 grant award are required to submit a follow-up report by June 1, 2025.**

Is there a minimum or maximum grant request amount?

No, there are no minimum or maximum amounts that an organization may request for funding. Recent grant may be viewed at www.beairdfoundation.org/grants.