



CAROLYN W. and CHARLES T.
BEARD FAMILY FOUNDATION

**Request for Proposals
Fall 2024**

The Carolyn W. and Charles T. Beard Family Foundation is pleased to accept Letter of Intent submissions for consideration of support through its Fall 2024 grant cycle beginning July 1, 2024. Please contact the Carolyn W. and Charles T. Beard Family Foundation with questions about the Fall 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. Beard 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 Fall 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 July 1, 2024 and July 22, 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 August 1, 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 August 1, 2024. Thereafter, the invited organization will **submit the grant application on or before August 15, 2024, 11:59 p.m. CT.**



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Timeline

- July 1, 2024:** Visit www.beairdfoundation.org/grants for the most current information
- July 1–22, 2024:** LOI form available online and organizations may submit LOI form online
LOI forms must be submitted by July 22, 2024, 11:59 p.m. CT
- August 1, 2024:** Organizations notified via **email** of grant application invitation status
Please be sure access your email on August 1st for status information.
- August 1–15, 2024:** Grant applications accepted from invited organizations
Grant applications must be submitted by August 15, 2024, 11:59 p.m. CT
- November 20, 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 Fall 2024 cycle.

- If the **LOI is not approved** for the Fall 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 Fall 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](#)
- 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 Fall 2024 grant cycle.

What are grant follow-up reporting requirements?

Organizations that receive a Fall 2024 grant award are required to submit a follow-up report by December 1, 2025.