

Dear Applicant:

Please find our Grant Application Guidelines brochure, an application cover sheet, and "writing your grant" explanation sheet attached to this letter or to be downloaded from our website (www.chcfoundation.net)

Our current granting session is: **Spring 2011**. Proposals are being accepted beginning NOW for the Spring 2010 session. Deadline to be received in the office is **Friday, February 25 by 5:00 PM. All grant proposals are to be mailed to:**

CHC FOUNDATION, INC.

P.O. BOX 1644

IDAHO FALLS, IDAHO 83403

No submissions by fax, internet or email will be accepted

Please limit the "Brief Description of Project" portion of your proposal to 7 pages. ***Please keep in mind that CHC Foundation does not fund operating expenses.*** CHCF grant funds are given on a reimbursement basis from paid receipts and cancelled checks.

We request that you include a total of **6 copies** of your entire proposal (***includes cover sheet as well as any attachments***). Use ***no*** staples; ***no*** binding and ***no*** cover folders. ***Paperclip*** the copies. Pages must be ***printed only on one side!!*** This also includes the financial reports. All attached information must be regular paper size All pages must be **numbered**. **Please follow the outline detailed in the "Writing Your Grant" instruction sheet.**

IMPORTANT: Someone from your group must be designated to meet with a CHCF Board member to further **discuss your proposal between March 10- April 14, 2011**. You will be contacted to set up this meeting or discuss your grant on the phone. Grant consideration depends upon this personal contact.

The CHCF brochure will give you the information you need to complete your application and proposal. **No funds will be reimbursed for any project that begins before the CHCF grant award letter is received.** This date will be sometime in early June, If awarded a grant, reimbursement requests should begin within 12 months that you receive official notice of the grant award. The project should be completed and all grant funds expended within 18 months of the same official notice date. Cancellation of any grants not fulfilling these stipulations may occur.

If after reviewing this information you have additional questions, please contact me at the CHC Foundation office (208) 522-2368 or use our email address: chcfoundation@qwestoffice.net

If you find that you are unable to mail your grant package you must call several days in advance to schedule time to meet with me as the outside doors to our building are not always open and you would be unable to drop off your proposal.
Sincerely,

Janie Walker, CHC Foundation Administrator

3 ATTACHMENTS: 1 Application Cover Sheet (must accompany grant)
 1 Grant Application Guidelines Brochure
 1 "Writing Your Grant" guideline instruction