



Request for Proposals 2022

Les Passees, Inc. is pleased to accept Letter of Intent submissions for consideration of support through its yearly grant cycle beginning July 1, 2022. Please contact Les Passees, Inc. with questions about the 2022 grant cycle at grants@lpmemphis.org.

Letter of Intent (LOI) Submission

The LOI is the first step in determining whether an organization may be eligible to apply for a Les Passees, Inc. 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 supporting several documents. If the organization is invited to apply for a 2022 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

All LOIs must be submitted by August 15, 2022, 5:00 p.m. CT. After the end of the LOI submissions, organizations will receive an email stating that Les Passees, Inc. received the LOI. If an organization does not receive a receipt email, please contact grants@lpmemphis.org.

All LOI applicants will be notified by email on or before September 15, 2022, of their grant application invitation status; **please ensure the accuracy of the email on file.** If the LOI is approved, the invited organization should **submit the grant application on or before October 31, 2022, 5:00 p.m. CT.**



Timeline

July 1-August 15, 2022: LOI form available on website and organizations may submit LOI form
LOI forms must be submitted by August 15, 2022, 5:00 p.m. CT

September 15, 2022: Organizations notified via email of grant application invitation status

September 15- October 31, 2022: Grant applications accepted from invited organizations
Grant applications must be submitted by October 31, 2022, 5:00 p.m. CT

December 1, 2022: Invited organizations notified by email of grant application decision status

FAQS

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 Les Passees, Inc. mission statement, as found on www.lpmemphis.org
- Have submitted a Follow-up Report for prior Les Passees, Inc. grant *before* LOI submission (if applicable)

What are grant follow-up reporting requirements?

If your organization received a Les Passees, Inc. grant before or during 2020, a follow-up report form must be completed *before* a LOI is submitted for the 2022 grant cycle. **Organizations that receive a 2022 grant award will be required to submit a follow-up report by September 1, 2023.**

Is there a minimum or maximum grant request amount?

No, there are no minimums, but there is a maximum of \$30,000 that an organization may request for funding.