



## Request for Proposals 2024

Les Passees, Inc. is pleased to accept Letter of Intent submissions for consideration of support through its yearly grant cycle beginning May 1, 2024. Please contact Les Passees, Inc. with questions about the 2024 grant cycle at [grants@lpmemphis.org](mailto: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 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**

**All LOIs must be submitted by June 15, 2024, 5:00 p.m. CT by email to [grants@lpmemphis.org](mailto:grants@lpmemphis.org).** After submitting the LOI, organizations will receive an email stating that Les Passees, Inc. received it. If an organization does not receive a receipt email within one business day, please contact [grants@lpmemphis.org](mailto:grants@lpmemphis.org).

**All LOI applicants will be notified by email on or before July 15, 2024,** 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 September 3, 2024, 5:00 p.m. CT.**



## Timeline

**May 1- June 15, 2024:** LOI form available on website and organizations may submit LOI form.  
*LOI forms must be submitted by June 15, 2024, 5:00 p.m. CT.*

**July 15, 2024:** Organizations notified via email of grant application invitation status.

**July 15- September 3, 2024:** Grant applications accepted from invited organizations.  
*Grant applications must be submitted by September 3, 2024, 5:00 p.m. CT.*

**October 15, 2024:** 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](http://www.lpmemphis.org)
- Have submitted a Follow-up Report for prior Les Passees, Inc. grant (if applicable)

### What are grant follow-up reporting requirements?

If your organization received a Les Passees, Inc. grant **before or during** 2023, a follow-up report form must be completed *by* September 1, 2024. **Organizations that received a 2023 grant award will be required to submit a follow-up report by September 1, 2024, even if the project for which they received the grant has not been completed.** Please just report on the project status as of that date.

### Is there a minimum or maximum grant request amount?

No, there are no minimums, but there is a maximum of \$60,000 that an organization may request for funding.