



## STEP-BY-STEP INSTRUCTIONS

Step 1: Review Triangle North Healthcare Foundation's Grant Making Policies, Guidelines, Priorities, Instructions, and Deadlines. Contact the Foundation staff to schedule an appointment to discuss your project.

Step 2: Set up an account on our Grant Portal. After logging in, you will find a Letter of Interest (LOI) form available on your dashboard. Open the form and print the questions using the button at the top right corner of the page.

Step 3: Review the questions and gather your company documents, your project details, and any data and information that you have gathered to support your proposal.

Step 4: Begin completing the LOI form. Save it as you go. You will be able to return to the form until it has been submitted.

Step 5: When you have proofread your work and are satisfied with your proposal, submit the Letter of Interest by selecting the "submit" button on the form. Watch your email inbox for a confirmation message that your LOI has been received. If not, check your spam folder.

Step 6: The Foundation will review all Letters of Interest and select programs and projects that will be invited to submit grant applications.

Step 7: Organizations whose programs are selected will receive an invitation from the Foundation to apply for grants, utilizing the application form that will be available on the dashboard.

Step 8: If your organization is not selected, you may contact the Foundation for feedback on your Letter of Interest.

Step 9: Follow the same steps as above to complete the grant application.

Step 10: Grant applications are due by 5 p.m. on the published deadline date.