

Jerry Metcalf Foundation Preliminary Application Instructions for letters of interest

Please attach a two-page narrative to the application cover sheet that contains your

- project description,
- goals and outcomes,
- preliminary budget, and
- a short description of how you plan to use JMF grant dollars in your project.

Formatting instructions (please follow these *carefully*):

Your narrative must be no more than ***two, double-spaced pages (i.e. two single-sided pages or one duplexed page)***. Please use 12 point type on ***white*** paper and send ***no attachments*** other than an IRS Verification of 501(c)(3) status, if appropriate. Your cover sheet must be signed and dated by an officer of your organization or yourself, if you are applying as an individual.

Sending your preliminary application

Our evaluation process requires ***THREE COMPLETE SETS*** of your preliminary proposal (your narrative plus the application cover sheet), that means one original plus two copies. We only need one copy of any IRS verification. **Preliminary applications must be postmarked on or before March 15, 2012. We will only accept application packets mailed to the following address:**

**JERRY METCALF FOUNDATION
P.O. BOX 823
HELENA, MT 59624**

This P.O. Box is our sole method of collecting mail, so please do not send your application via Federal Express or UPS overnight letters. If you do, they will be undeliverable. Also, preliminary applications sent to us via e-mail will not be considered.

Time Frame:

March 15	Preliminary application due
April 15	Preliminary selection made, applicants notified of decision
May 15	Full proposals due
June 8	Awards announced
June 30	Awards made and contracts signed

For additional information, check out www.jerrymetcalffoundation.org or send an e-mail message to smokey@mcn.net, the quickest way to get answers to your questions. As a last resort, leave a voice mail message at 406.443.6206 with a number where we can reach you after 5 p.m.