



**LACEWING
FOUNDATION**

February 21, 2019

Dear Friends,

It has been our pleasure to support you and the work of your organization. The purpose of this letter is to update you on changes at the Lacewing Foundation. Beginning January 1, 2019, we are implementing a GRANT REQUEST process. We will also have an updated website: lacewingfoundation.org

The grant request process is simple:

- Submit grant request form (available on the website) with supporting documentation no later than November 1. We appreciate early submissions.
- Grant Requests will be reviewed upon receipt and we will respond with questions or follow up requests. Formal approval is provided at the annual board meeting held in November or December of each year.
- Prior to the November board meeting please provide a status report describing progress and impact of the funds provided in current year.
- The report from prior year, grant request and funds transfer instructions are due by November 1. (We also appreciate digital photos of your work to update our website)

As we have grown, we have found it difficult to follow up on requests and reports from grantees. We hope this simple process will improve our ability to review grant requests in a timely manner. Typically, funds will be disbursed after the November board meeting. With notice, we can support special circumstances i.e. a matching funds opportunity or school year disbursement constraints. Grants are for one year only. A Grant Request will need to be submitted annually.

Thank you for the work you and your organization do. We look forward to supporting your efforts and participating in celebrating your success.

Most sincerely,

Mary Williams
Founder and CEO