



Children's Services Council of Martin County

Letter Of Inquiry

Any organization that is interested in providing services to children and their families in Martin County but is not currently funded by the Children's Services Council of Martin County may submit a Letter of Inquiry at any time throughout the year.

If the inquirer is requesting consideration for an invitation to apply during the Council's annual funding cycle, the Letter of Inquiry must be submitted to the Children's Services Council by July 1 of each year. Please be aware that the submission of a Letter of Inquiry is not a guarantee of eligibility to apply for Council funding.

The annual application cycle begins in December of each year. All eligible applications are due by the following February and are subject to an extensive review. Funding allocations are typically approved by the Children's Services Council in March, and funds are officially available to programs from July 1 through June 30 of each year.

Letters of Inquiry will be reviewed by Council Staff to determine if the proposed program:

- 1) Is consistent with Children's Services Council's **Funding Priorities**;
- 2) Is in direct alignment with the goals of the **Children's Services Council of Martin County Strategic Plan**;
- 3) Addresses a community need;
- 4) Is not duplicative of existing services; and
- 5) Involves collaborations with other community partners in the public and/or private sector.

The Children's Services Council of Martin County will contact the inquirer regarding the outcome of the initial review.

The Letter of Inquiry should be no more than three pages and should be addressed to David L. Heaton, Executive Director, Children's Services Council of Martin County, 2030 S.E. Ocean Boulevard, Stuart, Florida 34996-3304. **The Letter of Inquiry should include the following information:**

- 1) The name of the organization, the name of the program, and contact information (i.e., contact person's name, mailing address, telephone number, facsimile number, and E-mail address).
- 2) The total program annual budget.
- 3) The funding amount to be requested from the Children's Services Council of Martin County.
- 4) Other current or proposed funding sources.
- 5) The Children's Services Council's Funding Priorities' area that correlates with the program.
- 6) How the program aligns with the goals of the Children's Services Council of Martin County Strategic Plan.
- 7) A statement of need (i.e., What issue in the community does the program address?).
- 8) A brief description of the program, including the target population served and the geographical service delivery locations.