



Les Dames d'Escoffier International (LDEI) Relief Fund Application Guide

Please thoroughly read the **LDEI Relief Fund Grant Criteria** before applying. Applications that do not meet this criteria will not be accepted.

LDEI has created a special Relief Fund in response to the current COVID-19 crisis and other international disasters that impact women around the world in many ways. Our funding priority is to assist established 501c3s, NGOs or other recognized international nonprofits (with a minimum of three years in existence) who provide support to women impacted by such disasters.

Philanthropic Calendar

October 28	Applications available online at www.ldei.org
December 1	Applications due by 5 pm EST
December 15	Funding recipients notified
December 20	Funds are distributed to the LDEI Relief Fund recipients

Guidelines

Each applicant should fill out Sections I (Background Information), II (Funding Request) and III (Funding Request Narrative) of the application. When complete, sections I-III should not exceed five single-spaced, typed pages.

Evaluations and Follow-up

Funding recipients will be asked to report on their use of the LDEI funds granted. Recipients of LDEI Relief Fund Grants will be asked to submit a one-page report in January of the year after receipt of grant money. **All reports are mandatory.** Any publicity or social media about the project should note LDEI as a funder, which will assist with continued fundraising for the Relief Fund.

More information regarding these reporting procedures will be given at the time funding recipients are notified.

Application Checklist

In order to be complete, each copy of the application, including the PDF copy [submitted electronically] should include the following items (**Please use 12-point Arial or similar font**):

All Applicants (not to exceed five single-spaced, typed pages)

- Section I – Background Information
- Section II – Funding Request
- Section III – Funding Request Narrative

All Applicants – Background Materials

- Organization’s Mission & Vision Statements
- Project budget related to the grant request
- Most recent annual report and audited financial statement (a single copy is sufficient); if no audit is required, please indicate
- List of committed and pending foundation grants for the year
- Listing of Board of Directors’ names and professional affiliations
- Proof of IRS 501(c)(3) tax-exempt status (U.S. organizations); proof of NGO or other international nonprofit recognition (global organizations)
- Any additional information about your organization that would help committee members in their review of your application – brochures, newsletters, letters of support from partnering organizations or Board of Directors, etc.

Proposals must be completed and received by December 1 at 5 pm EST.

- Please send a PDF of your application to info@ldei.org with subject line: LDEI Relief Fund Grant Application_ORGANIZATION NAME (i.e., LDEI Relief Fund Grant_UNICEF)

Please email any questions regarding the application process to info@ldei.org
Thank you...we look forward to hearing from you!