



Chamiza Foundation Application Review Process

- The Chamiza Foundation accepts applications twice a year.
- Applications are submitted to the Executive Director.
- Applications are given to Chamiza Foundation board members one month in advance of board meeting to begin review process.
- Applications are discussed at board meetings by all board members.
- Applications can receive one of three decisions: Fund, Decline or Resubmit
- Notification letters are sent to applicants the week after the meeting:
 - Applications that are funded receive an award letter. They must sign the award letter and send it back to the Executive Director. After she receives the signed award letter, she will then send the awardee a check.
 - Applications that are declined receive a decline letter the week after the board meeting. Declined applicant can set up a follow up phone call/meeting if they want to discuss reasons for decline.
 - Applications that are asked to resubmit their application receive a notification letter the following week after the board meeting. They are usually asked to submit a modified application to the board for the next board meeting.