



Information to Consider Before Submitting a Letter of Intent

Before preparing a Letter of Intent, you will need to review Seeds of Strength's [Grant Guidelines](#), [Eligibility Requirements](#), [Areas of Interest](#), and [FAQ](#) to make sure the organization's program or project fits the approved criteria to receive a grant.

Note: This guide is for information only and is **NOT to be used for submitting your LOI. Organizations are required to only use Seeds of Strength's [LOI Template](#) when completing the LOI. No other means of submitting the LOI will be accepted. The LOI Template, supporting budget and required attachments will need to be submitted via email to grants@seedsofstrength.org no later than **THURSDAY NOVEMBER 15, 2018 by 5:00 PM**. We will **NOT** open **NOR** review any submissions prior to the deadline so it is your responsibility to make sure you have followed all instructions.**

LOI COVER PAGE

Organization Information

1. Organization Name
2. Date IRS Approved 501 (c)(3) Status: IRS Determination Letter
3. Organization's Legal name: as shown on most recent 501 (c)(3) IRS Determination Letter
4. Employer Identification Number (EIN): Federal Tax ID #
5. Mailing Address, City and Zip Code
6. Phone
7. Website address
8. Executive Director (*include title if other*) (*Include prefix and title, phone and email*)
9. Main contact(s) for this proposal (*name, title, phone and email*)
10. Board President (*name, phone and email*)
11. Organization's Mission Statement

Program or Project Information

12. Program or Project Name to be funded
13. Amount Requested
14. Type of Request: Program or Project Support (*new, existing, expansion, or new collaboration*)
15. Program or Project Area of Interest (*check one*) Health and Well-Being, Family, Education/Financial Stability, Arts and Culture.
16. Program/Project Summary: Summarize main objectives and anticipated results (100 words or less)
17. # Current population served by organization (*unduplicated individuals and geographic area(s)* - cities, counties, etc.)
18. # Target population served through this proposed program request (*unduplicated individuals and geographic area(s)* - cities, counties, etc.)
19. Program/Project Staffing: #Full-time staff; #Part-time staff; # Volunteers
20. When does your Fiscal Year end? mm/dd/yyyy through mm/dd/yyyy (e.g. 07/01/2017 through 06/30/2018)
21. Organization's annual budget
22. Total program or project budget
23. Type of Funding Request (*check all that apply*): General operation support, Capital Improvement project. Is the proposed property involved owned or leased? If the property is leased, what number of years remain on the lease as of the date of this proposal?
24. If your organization has an endowment, what is the value of the endowment fund? If none N/A
25. Does your organization carry General Liability and Directors and Officers Insurance?
26. How did your organization hear about Seeds of Strength?

Letter of Intent (LOI) Narrative

1. Provide a brief description of your organization.
2. What is the purpose of this funding request?
3. Who will your program or project serve?
4. What does your program or project hope to accomplish?
5. What organizations will collaborate with you on the program or project?
6. How does the program or project intend to expend the grant?
7. Complete a full one-page program or project budget attachment.

LOI Checklist

Before submitting your proposal, please review the list of questions and also use the following checklist to ensure you are ready to proceed.

- We have identified a program/project clearly within Seeds of Strength's eligibility requirements
- We have selected one of Seeds of Strength's Areas of Interest
- We have clearly stated what we will do, how and why
- We have approval from our Executive Director and/or Board President to pursue this funding

Signature Authorization and Certification of Information

Please obtain authorization from the ED, CEO or the Board President prior to submitting this application. You will be required to certify that you have their approval for the proposal.

Required LOI Attachments

(Additional information can be found at seedsofstrength.org "Apply for a Grant" page, Grant Guidelines)

- Copy of the organization's current 501(c) (3) IRS Letter of Determination indicating tax-exempt status.** *(If applicable a copy of your fiscal sponsor's IRS Letter of Determination).*
- Current Board member list. Specify the percentage of the Board members who make a financial contribution to your organization. Include the following information for each board member:**
 - **Position and number of years served**
 - **Professional affiliations** *(name of organization of employment and title)*
 - **City and Zip Code of residence**
- If applicable: Seeds of Strength's Collaborator Agreement form submitted by the lead organization for the proposed program or project and signed by the collaborating organization.** *(Collaborator Agreement form can be downloaded from seedsofstrength.org "Apply for a Grant" page).*
- If applicable: Collaborative work with Georgetown Independent School District.** *(District's Letter of Approval of the PIE Partnership Proposal).*
- Most recent IRS Form 990, 990-EZ, or 990-N (e-Postcard)**
- One page Program or Project budget that includes all funding sources and expenditures.** *(The Seeds of Strength's Program/Project example can be downloaded from seedsofstrength.org "Apply for a Grant" page).*
- Most recent independent financial audit including Auditor's Notes and Management Letter.** *(Both the 990 and audit documents should be the same fiscal year). If no audit is available, please attach a document that explains why.*

***Do not include additional attachments other than the documents requested above.**

SCANNING ATTACHMENT INSTRUCTIONS:

SUBMIT A TOTAL OF three (3) SCANNED .pdf files to grants@seedsofstrength.org. Each file name should begin with your organization's name followed by a hyphen and identified as: 1) LOI Packet 2) Due Diligence, and 3) Financials.

1. **Org Name -LOI Packet:** LOI Cover Page, LOI Template (LOI Narrative Questions 1-7), and Signature Page
2. **Org Name -Due Diligence:** 501 (c) (3) Determination Letter, Board List, Collaborator Agreement, and PIE Partnership Proposal.
3. **Org Name -Financials:** Program/Project Budget (Seeds of Strength's example), most recent IRS Form 990, and most recent independent financial audit. If no audit, please attach a document that explains why.

Submit Letters of Intent to: grant@seedsofstrength.org

by Thursday November 15, 2018 by 5:00 PM

Emails will be time---stamped---Thank you!