



Seeds of Strength Information to Consider Before Submitting a Letter of Intent (8/20/2024)

Before preparing a Letter of Intent (LOI), ensure the organization's proposed program or project fits the approved criteria to receive a Seeds of Strength grant.

Information: The following documents are intended to assist you in your consideration. They are available on the Seeds of Strength website: www.seedsofstrength.org, "Our Grants", "Apply for a Grant"

1. *Eligibility Requirements and Funding Priorities*
2. *Grant Application Guidelines*
3. *Areas of Interest*
4. *Four Step Grant Application Process*
5. *Frequently Asked Questions (FAQs)*
6. *S.M.A.R.T Grant Applications*

Submission: To submit a LOI, organizations are required to only use Seeds of Strength's LOI Application Template. No other means of submitting the LOI will be accepted.

1. The required LOI documents are located on the Seeds of Strength website: www.seedsofstrength.org, "Our Grants", "Apply for a Grant"
 - a. *Letter of Intent (LOI) Application Template*
 - b. *Collaborator Agreement*
 - c. *Program/Project Budget Template*
2. Documents will be submitted through an assigned Dropbox file folder link. Request a Dropbox file folder NLT October 25, 2024, at email: grants@seedsofstrength.org.
3. **Deadline:** The LOI Application Template, budget template, and supporting documents must be submitted according to instructions on the LOI Application Template no later than **THURSDAY, NOVEMBER 7, 2024, by 5:00 p.m.**
4. Seeds of Strength will not open or review any submissions prior to the deadline. It is your responsibility to ensure all instructions are followed.

LOI Information That Will Be Requested: The following is intended to provide insight to information that will be required to submit a complete LOI application. This is for information only and NOT to be used for submitting your LOI.

LOI COVER PAGE

Organization Information

1. Organization Name
2. Date IRS Approved 501 (c)(3) status: IRS Determination Letter
3. Organization Legal name: as shown on most recent 501(c)(3) IRS Determination Letter
4. Federal Tax ID #: Employer Identification Number (EIN)
5. Mailing Address, City, and Zip Code
6. Phone
7. Website Address
8. Executive Director (Including title) (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

1. Program or Project Name to be funded
2. Amount Requested
3. Type of Request: Program or Project Support (new, existing, expansion, or new collaboration)

4. Program or Project Area of Interest: Health and Well-Being, Family, Education/Financial Stability, Arts and Culture
5. Program or Project Summary: Summarize main objectives and anticipated results
6. # Current population serviced by organization (unduplicated individuals and geographic area(s) – cities, counties, etc.)
7. Population served residing within Georgetown: (unduplicated individuals residing within the Greater Georgetown zip codes: 78626, 78627, 78628, 78633, 78634, 78665, 78673, and 78764).
8. Program/Project Staffing: # Full-time staff; # Part-time staff; # Volunteers
9. When does your Fiscal Year begin/end? mm/dd/yyyy through mm/dd/yyyy (e.g. 7/1/2024 through 6/30/2025)
10. Organization’s annual budget
11. Total program/project budget
12. Type of Funding Request: General Operating Support, Capital Improvement. 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?
13. If your organization has an endowment, what is the value of the endowment fund? If none, N/A
14. Does your organization carry General Liability and Directors and Officers Insurance?
15. 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. Complete a proposed program/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 www.seedsstrength.org, “Our Grants”, “Apply for a Grant”)

- 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:
 - o Name, Position and number of years served
 - o Professional affiliations (name of organization of employment and title)
 - o 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.
 - 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)
 - Program/Project Budget that includes all funding sources and expenditures.
 - 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.