

## Letter of Intent Packet

All organizations requesting funding for 2012-2013 must complete a Letter of Intent (LOI). The LOI must be submitted electronically to [uwrc@unitedwayrivercities.org](mailto:uwrc@unitedwayrivercities.org) by February 17, 2012 at 5:00 pm. A separate LOI must be completed for each program for which you are requesting funding. If this is a collaborative effort, the lead 501(c)3 organization should complete the LOI. Applicants meeting the required criteria will be notified by email and letter, at which point the organization will be invited to submit a full grant application. The grant application will be due by April 20, 2012 at 5:00 pm. Any questions should be directed to Laura Gilliam, Executive Director, at 304-523-8929, ext. 1 or [laura.gilliam@unitedwayrivercities.org](mailto:laura.gilliam@unitedwayrivercities.org).

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### LATE OR INCOMPLETE LETTERS OF INTENT WILL NOT BE REVIEWED

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#### Eligibility Requirements (read before completing Letter of Intent)

***By checking off each of the requirements below, the organization confirms that it meets these requirements, and will be able to provide any supporting documents and information if invited to submit a full application.***

***Do not submit an LOI unless all of the following conditions apply.***

*The organization (including faith-based):*

- Is an incorporated nonprofit organization and has tax-exempt status under section 501(c)3 of the Internal Revenue Service code, unless faith-based (i.e. church).
- Has a Board of Directors that is an active, representative voluntary governing body, with regular meetings and is responsible for developing its mission, determining its strategic direction and providing oversight.
- Has up-to-date, current bylaws, or guidelines, by which the organization operates.
- Can submit, when requested, a current annual audit (or financial review if funding request is less than \$25,000), prepared by an independent CPA in compliance with generally accepted accounting standards as applied to non-profit organizations. (*Faith-based organizations refer to page 2 for financial reporting requirements*).
- Files an IRS form 990, including schedule A or 990 EZ, or can document the circumstances under which the 990 filing is waived.
- Can provide a current budget for the entire organization.
- Serves one or more of the counties in United Way of the River Cities' (UWRC) service area – Cabell, Wayne, Lincoln, Mason counties in West Virginia and Lawrence County, Ohio.
- The project or program for which funding is requested falls within one or more of UWRC's Focus Areas or Critical Issues as identified on page 6. If the Letter of Intent is for Safety Net services, must be able to provide the number of people served and basic demographic information, such as county of residence.
- Has the mechanisms and capacity for regularly reporting measurable, qualitative and quantitative outcomes (or outputs/persons served if this is a Safety Net program).
- Demonstrates reasonable efficiency in program management and adequacy of resources, both in materials and in personnel (voluntary and paid) to sustain a quality level of service.

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- If this is a collaborative effort, will submit a statement from each identified partner listing their roles and responsibilities in the effort.

### *Faith-based organizations:*

- Must have been in existence for 10 years or more. If newly merged, then one or more of the original entities must have been in existence for 10 or more years.
- Will not be required to submit an audit or review, unless United Way funds received equal \$25,000 or more. Instead, faith-based organizations will include a description of their internal controls; an organizational chart; and will be prepared to provide receipts documenting use of funds when seeking reimbursement for expenses.
- All trustees of the entity must sign the Memorandum of Agreement if funding is awarded.

### **All Letter of Intent Packets must include the following:**

- Program information page
- Letter of Intent narrative (2 page maximum)
- One page *draft* project budget. A *finalized* budget will be required with the full application.
- Copy of the organization's IRS 501(c)3 letter
- Copy of organizational chart (*for faith-based organizations*)

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### Focus Area/Impact Funding Instructions (refer to instructions on page 4 for Safety Net Letter of Intent)

The Letter of Intent narrative is a short “concept paper” that outlines the project or program. The narrative portion of the LOI should be:

- No more than two pages, single space
- One (1) inch margins on all sides
- Typed in Arial font with the font size no less than 10 pt and no more than 13 pt
- Italics and bold are allowed
- The LOI should include, but is not limited to, the following:
  1. Brief description of the organization with organization’s mission statement (limit 1 paragraph)
  2. Description of need for program or services (limit 3 paragraphs). Include pertinent statistical and demographic information.
  3. Description of proposed program. The following must be included:
    - a) Amount of funding requested and a brief rationale for the request
    - b) Description of program including, but not limited to, target population, program goals, how program/services will be implemented, staffing and/or volunteer needs, and whether the program is ongoing or short-term.
    - c) Describe how the program will make an impact on the identified Focus Area or Critical Issue
    - d) The organization’s capacity and ability to deliver the program.
    - e) \*If applicable, how the program uses collaborative efforts within the community. Include a list of agencies, businesses, etc. that are partners, and how these work together to assist in the program’s success.
    - f) If *faith-based*, briefly describe internal controls that are in place.
    - g) Outcomes the program expects to achieve

**\*An effort will be considered collaborative if it meets the following definition:**

**“Collaboration is achieved when 2 or more groups have shared planning, programs, funding or resources to achieve goals greater than could be achieved alone.” Please note that agencies that provide referrals are NOT considered collaborating agencies.**

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### Safety Net Services Letter of Intent Instructions

Safety Net services are defined as the following:

- ✓ Safe shelter
- ✓ Food
- ✓ Clothing
- ✓ Prescription medication
- ✓ Utilities/rent assistance
- ✓ Health care

The Letter of Intent (LOI) is a short “concept paper” that outlines the project or program. The LOI should be:

- No more than two pages, single space
- One (1) inch margins on all sides
- Typed in Arial font with the font size no less than 10 pt and no more than 13 pt
- Italics and bold are allowed
- The LOI should include, but is not limited to, the following:
  1. Brief description of the organization with mission statement (limit 1 paragraph)
  2. Description of need for program or services (limit 3 paragraphs). Include pertinent statistical and demographic information.
  3. Description of proposed program. The following must be included:
    - a. Amount of funding requested and a brief rationale for the request
    - b. Description of program including, but not limited to, target population, program goals, how program/services will be implemented, staffing and/or volunteer needs, and whether the program is ongoing or short-term.
    - c. Describe how the program will make an impact on the identified Focus Area or Critical Issue
    - d. The organization’s capacity and ability to deliver the program.
    - e. If *faith-based*, briefly describe internal controls that are in place.
    - f. \*If applicable, how the program uses collaborative efforts within the community. Include a list of agencies, businesses, etc. that are partners, and how these work together to assist in the program’s success.
    - g. The type(s) of services to be provided (choose from the list of services above)
    - h. List the anticipated number of people or families the program will serve

**\*An effort will be considered collaborative if it meets the following definition:**

**“Collaboration is achieved when 2 or more groups have shared planning, programs, funding or resources to achieve goals greater than could be achieved alone.” Please note that agencies that provide referrals are NOT considered collaborating agencies.**

## Letter of Intent Packet

### Program Information

Organization Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Program Name (if applicable) \_\_\_\_\_

Name of person completing LOI \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of contact person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Executive Director \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Amount requested \$ \_\_\_\_\_

Please check here if this is a Safety Net Letter of Intent \_\_\_\_\_

Refer to chart on page 6 and indicate below which Focus Area or Critical Issue this program addresses.

Focus Area \_\_\_\_\_

Critical Issue \_\_\_\_\_

Is this is a new program? \_\_\_\_\_

If no, how long has this program been in operation? \_\_\_\_\_

Is this a collaborative effort? \_\_\_\_\_ **(in order to be considered a collaborative effort, the proposed program/project must meet the definition found on pages 3 and 4)**

## Letter of Intent Packet

We certify that all the information included in this Letter of Intent is accurate.

CEO/Executive Director \_\_\_\_\_ Date \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Board President/Chair \_\_\_\_\_ Date \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**\*\*Late or incomplete Letters of Intent will not be reviewed.\*\***

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<b>FOCUS AREA</b>	<b>Critical Issues:</b> <i>Issues within each focus area identified as most critical to community's future:</i>	<b>Recommended outcomes:</b> <i>In order to achieve the community-level outcome for the focus area, the Board will fund programs to:</i>
<b>LEARNING AND EARNING</b>	Too many students are leaving high school without graduating.	Improve graduation rates at area high schools.
	Too many adults lack basic life skills that promote independence and employment.	Improve life preparation skills.
<b>HEALTH AND WELLNESS</b>	The rate of childhood obesity in our area is high and continues to increase.	Reduce childhood obesity through diet and increased activity.
	Substance abuse in our area impedes independence and employment.	Reduce substance abuse among youth.
<b>FAMILIES AND CHILDREN</b>	<p>Many families do not have access to affordable stabilizing supports that allow people to work.</p> <p>Many children lack consistent interaction with a caring adult</p> <p>Older adults lack the supports they need to stay in their homes.</p>	<p>Decrease in unemployment rates, improvement in developmental assets for children, reduction in youth substance use and abuse.</p> <p>Resiliency, improved graduation rate, decrease in teen pregnancy, taking responsibility for one's actions</p> <p>Older adults are able to age in place; be safe and healthy in their homes; and receive appropriate socialization.</p>
<b>BASIC NEEDS and UNFORESEEN HARDSHIPS</b>	A significant number of individuals in our communities are chronically dependent upon community agencies and resources to meet their most basic needs, thus draining community agencies of the resources needed to respond in the event of true emergencies and disasters.	Individuals chronically dependent upon emergency assistance to meet their day to day needs become less dependent and more financially stable.
<b>SAFETY NET SERVICES</b>	Individuals experience crises that require assistance to ensure their basic needs are met.	Provide safe shelter, food, clothing, prescription medication, utilities/rent assistance, and/or health care