

|  |
| --- |
| **Letter of Intent (LOI)** **Please note: your completed LOI Form may not exceed 5 pages in length.** |
| **A. PROJECT OVERVIEW** |
| **Project Name:** Click or tap here to enter text. | **New** [ ] **Ongoing** [ ] **Expanded** [ ]  |
| **Focus Area:** (choose one) |
| [ ]  Arts, Culture, & Preservation | [ ]  Education | [ ]  Environment & Animal Welfare | [ ]  Family | [ ]  Health & Wellness |
| **B. ORGANIZATION INFORMATION** |
| **Org. Name:** Click or tap here to enter text. | **Year founded:** Click or tap here to enter text. |
| **Legal Name** (if different): Click or tap here to enter text. |
| **Address:** Click or tap here to enter text. | **Phone:** Click or tap here to enter text. |
| **Website:** Click or tap here to enter text. |
| **Executive Director/CEO:** Click or tap here to enter text. |
| **Grant Application Contact:** Click or tap here to enter text. | **Email:** Click or tap here to enter text. | **Phone:** Click or tap here to enter text. |
| **# Paid Full Time Employees:** | Click or tap here to enter text. | **# Paid Part Time Employees:** | Click or tap here to enter text. | **# Contracted Employees:** | Click or tap here to enter text. | **# Volunteers (last yr.):** | Click or tap here to enter text. |
| **Geographic Area Served by the Organization:** Click or tap here to enter text. |
| **Mission Statement:** Click or tap here to enter text. |
| **Primary Services:** Click or tap here to enter text. |
| **Description of the Target Population to be served by the Organization:** Click or tap here to enter text. |
| **Organization Financial / Tax Information** |
| **501c(3) and/or 509(a)] or Sponsor:**  | Click or tap here to enter text. | **Annual Operating Budget:** | Click or tap here to enter text. | **Endowment Value (if applicable):** | Click or tap here to enter text. |
| **Last Year of CPA Audit or Financial Review:** | Click or tap here to enter text. | **Which 990 Last Submitted (990, 990-EX, 990-N, None):** | Click or tap here to enter text. | **Employer ID # (EIN):** | Click or tap here to enter text. |
| **What is the estimated percentage of the organization’s budget provided by:** |
| **Source** | **%** | **Source** | **%** |
| **Board of Directors** | Click or tap here to enter text. | **Government Contracts / Grants** | Click or tap here to enter text. |
| **Other Individuals** | Click or tap here to enter text. | **Investment / Interest Income** | Click or tap here to enter text. |
| **Foundations / Corporations** | Click or tap here to enter text. | **Net from Special Events** | Click or tap here to enter text. |
| **Admissions / Service Fees** | Click or tap here to enter text. | **Other** | Click or tap here to enter text. |
| **C. PROJECT INFORMATION** |
| **Please provide a 3–5 sentence high level description of the project:** Click or tap here to enter text. |
| **Geographic Area Served by the Project:**Click or tap here to enter text. |
| **Full Project Description – Please include descriptions of: (1) the need (2) the target population (3) how it fits into your mission and strategic plan (4) its goal(s) (5) how it fosters a more civil, humane, or respectful climate.** Click or tap here to enter text. |
| **Project timetable – Please address years one, two, and the project’s impact beyond the grant period.** Click or tap here to enter text. |
| **Is your approach innovative, unique, or bold?**1. What other NPOs are addressing this need in central Indiana?
2. Why is your organization the best suited to address this need?
3. How do you collaborate with other NPOs in addressing this need?

Click or tap here to enter text. |
| **Project Financial Information** |
| **Total Budget:** Click or tap here to enter text. | **Total Dollars Committed to Date and Their Source(s):** Click or tap here to enter text. |
| **How would a $100,000 grant be used in this project – indicate any funds to be used for capital expenditures, and identify whether they are for building, equipment, or both.**Click or tap here to enter text. |
| **D. APPROVALS** |
| Electronic signature: By placing or allowing our names to be placed below, we indicate our intention to approve this Letter of Intent.  |
| **Executive Director / CEO Name:** Click or tap here to enter text. | **Date of Approval:** Click or tap to enter a date. |
| **Board Chair Name:** Click or tap here to enter text. | **Date of Approval**: Click or tap to enter a date. |

**Letters of Intent are due at 5pm on the due date and following the submission instructions at** [**https://impact100indy.org/grants/process/letter-of-inquiry-loi-form/**](https://impact100indy.org/grants/process/letter-of-inquiry-loi-form/)