



LETTER OF INTENT FIELD OF INTEREST *Environment*

Community Foundation of Henderson County has Field of Interest funds with broad discretion by the Foundation for uses with purposes being required to serve within an identified field of interest. Grant awards are intended to be project or services oriented and not considered as a stream of funding for recurring awards. The Foundation seeks your input with this Letter of Intent focused on the following Field of Interest:

Environment in and around Henderson County

Key Dates:

All proposals must be received or postmarked by May 15, 2018

Upon project implementation but no longer than one year after Award Date-Recipient agencies report on the use and effectiveness of funds. Follow up reviews may be invited by project or Foundation at any time.

How to Apply:

Prepare a Letter of Intent narrative of no more than two (2) pages, plus the required documentation noted below.
Letters that exceed the page limit will not be considered.

Letters should include the following information: *(In this order)*

- Name and address of legal grant recipient organization
- Contact person and title with telephone and email information
- The charitable purpose and mission of your organization
- Summary statement that includes the total project cost and amount requested
- Geographic location and profile of the community to benefit from grant funds
- Community or Field of Interest need(s) to be addressed
- Statement of Need for grant funds
- Organization, Program/Project Activity
- Anticipated outcomes and evaluation methods
- Credentials
- Plans for future funding. What support may be needed or is available beyond these funds alone?

Please include the following additional documentation:

- Project budget with a general description of funding needs and total amount of request
- 501(c)(3) IRS tax exemption determination letter
- List of the organization's Board of Directors



- A copy of your most recent Balance Sheet (Statement of Financial Position) and Income Statement
- Most recent audit or independent financial review

Grant Award: Awards will occur during the 2017-2018 Fiscal Year. Availability and amount of funds will be determined and announced no later than June 15, 2018.

Eligibility: Applicant organizations must be nonprofit organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code or equivalent public entities. *Applicant organizations must be based in or serving communities in and around Henderson County.*

Process: All applicants will be notified in writing regarding the outcome of their Letter of Intent. All decisions of the Community Foundation of Henderson County Board of Directors will be final and all materials submitted for consideration will become the property of the Community Foundation of Henderson County and will not be returned to applicants.

Reports: Grantees will be expected to participate in Community Foundation requests for information, such as, but not limited to, submission of interim and final progress and financial reports, as outlined in the Grant Agreement that will be sent to all successful applicants.

Contact: **Lee Henderson-Hill, Senior Program Officer**
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