

ROTARY FOUNDATION OF INDIANAPOLIS

PROGRAM GRANT REQUEST

Model Letter of Intent

A Letter of Intent, which is not to exceed three (3) pages with a font size of at least 12-point, should be submitted on the organization's letterhead and should be signed by both the chief executive officer and the board chair or president.

Include a brief description of the nature of the organization and its mission, including the year it was established as a 501© 3 not-for-profit. The program for which funding is sought should be described, including:

- 1) Funds requested.
- 2) Explanation of the need for the program.
- 3) Number of people served by the program.
- 4) Program timeline.
- 5) Budget summary.
- 6) Method to evaluate outcomes.
- 7) How the requested grant furthers the Rotary Foundation of Indianapolis' charitable mission.
- 8) A visible way in which a grant from the Rotary Foundation of Indianapolis will be acknowledged.

The following items should accompany the Letter of Intent:

- 1) Roster of the Board of Directors, including names, titles, and professional affiliations.
- 2) Copy of the organization's IRS 501© 3 determination letter.

Seventeen (17) copies of the Letter of Intent must be received in the **Rotary Foundation of Indianapolis office, 401 E. Michigan St, Suite A, Indianapolis, IN 46204** on **June 25, 2010 by 12:00 noon.**

Letters of Intent will be reviewed at the August Board of Directors' meeting. Selected organizations will be invited to submit a complete grant application by **October 15, 2010 by 12:00 noon.** Applicants are reminded that an invitation to submit a full application does not guarantee the award of a grant.

Grant guidelines are available at the Rotary Club of Indianapolis website, www.indyrotary.org, or by calling the Rotary office at 317-631-3733.