



**Jackson**

community foundation

Applicant's Federal Tax ID #:
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**LETTER OF INTENT FOR GRANT REQUESTS OVER \$5,000**

Date of Application: \_\_\_\_\_

Name of Organization Applying: \_\_\_\_\_

Does your organization have 501©3 nonprofit status?  Yes  No

Tax ID: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person/Title/Phone Number: \_\_\_\_\_

(if different from Executive Director)

Contact Person Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

FAX Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Dates of the Project: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name and Title

There are several grantmaking options within the Jackson Community Foundation; we suggest that you familiarize yourself with the Mission, Beliefs, and Grantmaking categories before proceeding. This information is available on our website, [www.jacksoncf.org](http://www.jacksoncf.org). Once you review the website and the grantmaking categories, please select the most appropriate response from the following lists:

This grant application should be considered a (Choose only one category.):

Community Impact-Unrestricted Community Needs Grant

Youth Advisory Committee Grant

Donor Advised Fund Grant

The Jackson County Community Foundation tracks grantmaking using the following categories. For this proposal, select one primary area of focus and one secondary area of focus:

**Primary:**

Arts & Culture

Economic & Community Development

Health & Human Services

Education

Environmental Quality

Other: \_\_\_\_\_

**Secondary:**

Arts & Culture

Economic & Community Development

Health & Human Services

Education

Environmental Quality

Other: \_\_\_\_\_

The following beliefs guide the Jackson Community Foundation in its work. Please select all that apply to your current project. You must be able to justify your selection within your proposal.

- A healthy community is based on self-sufficient individuals and families who are themselves healthy, caring, and responsible.
- Lasting positive change includes active citizen involvement at the grassroots neighborhood level.
- The most effective means of solving community problems are comprehensive community-wide strategies that focus on prevention and are targeted at root causes.
- Wise use of community resources requires being accountable for measurable outcomes.
- Excellence in the delivery of nonprofit programs and services requires a commitment to both mission and management.
- A diversity of individuals, organizations and perspectives is essential to any effective community building effort.
- Strategies that build on community assets and strengths rather than focusing on deficits and weaknesses are most effective.
- Respect for and development of local leadership and traditions strengthens the community.
- A community-wide commitment to lifelong learning, development and growth for all citizens is essential to sustaining a healthy community.

**Summarize the following:**

- Please use the following format to describe the issue you wish to address, limiting the description to **two pages or less**:
  - Describe the issue and/or need you will address.
  - How do you plan to evaluate your success?
  - How will you address the issue/need?
  - What is the proposed time frame for the project?
  - What will be accomplished through this project?

**Attachments:**

- Please attach a project budget including other funding sources. Specify the amount of your overall annual operating budget.

**Please forward three copies of this form and your Letter of Intent to:**

Jackson Community Foundation  
 One Jackson Square, Suite 308  
 Jackson, MI 49201  
 (517) 787-1321 (517) 787-4333 fax

The Jackson Community Foundation will respond to this Letter of Intent within 14 days. In order to allow your organization ample time to complete a full grant application, if requested, Letters of Intent should be **submitted at least 21 days before the grant deadline.**

Grant Deadline*	Award Notification
January 15 <sup>th</sup> by 5:00 pm	Mid-March

\* If a grant deadline falls on a weekend or holiday the Letter of Intent package is due the first business day following the deadline. The Youth Advisory Committee accepts grant proposals from September through April. The Donor Advised Fund Committee and the Field of Interest Fund Committee accepts grant proposals throughout the year.