

Woods Charitable Fund Letter of Intent (LOI)

Please use the checklist below to support and guide you in completing a LOI.

Request Information

- Organization name
- Project Name
- Request Amount
- Request Summary
(provide information about the organization, project or program for which you seek funding)
- Operating Budget
- Project or Program Budget

Organizational Information

- Mission Statement
(provide the mission statement for the organization)
- How long has your organization been a 501 c(3)? Please provide your EIN.
 - If the organization is not its own 501(c)3, please provide the name of its fiscal sponsor and that agency's EIN.
- Number of staff
(specify full-time, part-time, or volunteer)
- Number and composition of board members
(race, ethnicity and gender required; WCF's grant application provides a chance for applicants to include other aspects of diversity or relevance to your mission, such as lived experience, age, GLBTQ+, veteran status, gender identity, sexual orientation and geographic location)
- Is the governing board fully independent? Yes/No
(board members are considered independent if they are not related by family or marriage to another board member; not compensated as an officer or other employee of the organization; did not receive compensation in excess of \$10,000 during the organization's tax year; were not involved in financial transactions with the organization or with a related organization, nor was a family member involved in a financial transaction with the organization or with a related organization.)

- Are any staff members related by family or marriage to another staff member or a board member? Yes/No
- Is the organization a member of Cause Collective? Yes/No
- Woods Charitable Fund affirms its [commitment to diversity](https://woodscharitable.org/files/2018/10/diversity_resolution.pdf) and believes its goals can best be accomplished by supporting organizations and programs that reflect a diversity of perspectives. Please read this statement and affirm that your organization and/or program for which you are seeking WCF support fit this statement. (https://woodscharitable.org/files/2018/10/diversity_resolution.pdf)