

## **Woods Charitable Fund Letter of Intent (LOI)**

***WCF only accepts applications from those organizations that have completed a Letter of Inquiry (LOI) and been invited to apply. LOIs are due August 15 and February 15.***

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](#) 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.

*Once complete, please submit your LOI via email to [Tom](#), [Kathy](#) or [Nicole](#). LOIs will be reviewed following the submission deadline and those organizations invited to apply will receive a link to the full application.*