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.