



### **INSTRUCTIONS FOR LETTER OF INTENT**

Grant requests totaling \$50,000 or more are reviewed one time annually during January of each year and it is recommended that organizations submit a Letter of Intent prior to a full application. The deadline for the Letter of Intent is **December 1st** of each year. In your LOI, please include the following:

#### **ORGANIZATION INFORMATION:**

- Organization name, address, and website
- Federal Tax ID#
- Mission Statement

#### **CONTACT INFORMATION:**

- Executive Director/CEO contact information
- Funding Request/Project contact information (if different from ED/CEO)

#### **REQUEST INFORMATION:**

- Amount requested
- Total project cost
- Purpose of the funding request (e.g. Capacity Building Expenses, Program Expenses)
- Project title
- Summary of request (3-5 sentences about your request that includes the desired outcome).
- Describe the community need and population you are fulfilling through this request.

If you have questions, please contact Melissa Diers, Executive Director, at (402) 721-4252 or [mdiers@facfoundation.org](mailto:mdiers@facfoundation.org).