

Instructions for Submitting a Letter of Intent for Funding

Please include the following information in your Letter of Intent. Letters should be no longer than 2 pages long, Arial Narrow, 12pt font.

1. Introduction

- Name of your organization and proof of 501c(3) status
- Brief description of program (include if this is a new or existing program)
- Amount of request
- Program timeline
- Qualifications of staff involved
- Evaluation method

2. Statement of need

- Describe how this program fits within UWAC's funding priorities: Income, Health, Education
- Describe the target population and Ashland County areas covered

3. Other funding sources

- Estimated program cost request from United Way (detailed budget will be required in the full application)
- Include other funding sources you have received or expect to receive for this program

4. Partnerships

- Outline partners involved in the program
- Highlight if this is a new or existing partnership

Letter is of Intent is due no later than **March 19, 2018** at noon and must be submitted in PDF format by email to: Stacy@uwashlandoh.org

Allocation Committee is responsible for reviewing Letters of Intent and will determine Agencies that will move to the full application phase.

Full application will be provided to selected Agencies for funding consideration on 4.16.18