

Spring 2021

Dear Potential Grantee,

Thank you for your interest in the Rodney and Mary Barton Smith Family Foundation. We welcome the opportunity for your submission. Submitting a letter of intent/inquiry (LOI), allows our foundation to quickly assess if there is a good match between the foundation's interests and your project. If it appears to be a good match, we will invite you to join us for a conversation and/or a potential for submission of a grant application. It is our expectation that you have already thought through your proposed project including a budget and are just presenting an abbreviated description. We seek ideas that are innovative and align with the mission of the foundation. We want to know who you plan to serve with your idea and if you have the human resource talent to implement it.

We expect for your LOI to be concise yet purposeful. Avoid flowery subjective statements that are not supported by facts. Please be sure to:

1. Write a logical argument emphasizing how this project can help solve a significant problem in the community.
2. Demonstrate why your organization or your staff is best equipped to carry out this activity.
3. Include any historic background about your organization and experience in serving your community.
4. Identify any tangible measures that set you apart from your peers.
5. Provide any additional information that the foundation might need and include a contact name and contact information.

The letter of intent is not to exceed two pages. The following information can be included in your LOI; however, it is not required at this time:

Statement of Need: The "why" of the project.

- Explain what issue you are addressing and who will benefit from this effort.
- Explain why you have chosen to respond to this set of issues in the way that you have.

Project Activity: The "what" and "how" of the project.

- Give an overview of the activities involved.
- Highlight why your project should be funded and why it is significant.
- Indicate if there will be collaboration with other organizations and what their roles will be. Be specific about who does what.

Outcomes

- State the specific outcomes you hope to achieve. What will be your reach in the community?
 - Indicate how evaluation is part of the project. How will you know you've achieved your goals and outcomes?
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Budget

- General description of the projects funding needs and potential amount of request.
- What are the other sources for funding for this innovative idea or would this be a complete dependency on the Rodney and Mary Barton Smith Family Foundation?
- Briefly describe your annual budget for your organization.

For questions, please contact Jennifer Rosenbaum, Foundation Administrator at grants@rmsff.org.

Thank you.
