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HEALTH CARE FOUNDATION
OF THE ORANGES

Letter of Intent Guidelines

The LOI is a preliminary proposal that asks the applicant to submit basic information about the organization and the project to be funded to include:

- » Organization description (i.e. history, mission, vision, tax-exempt or governmental agency status, etc.)
- » Primary contact
- » Project title
- » Project description
- » The problem or community need to be addressed by the proposed project, including most recent data specific to the proposed service area, where available
- » Project budget amount
- » Amount requested from the HCFO
- » Outcome indicators for the project
- » Project sustainability explaining future plans for the project after the grant funding ends and a strategy for seeking other partners or sources of funding.
- » Geographical area served by the project
- » How the project will address the community need or problem through evidence-based methodology
- » Any existing partnerships in place for the proposed work
- » The anticipated start date and end date for the project
- » The LOI should be a minimum of one (1) page but not exceed four (4) pages. All LOIs will be reviewed and the HCFO will inform the applicant if it is invited to submit a proposal.

To apply, visit www.hcfoinc.org/grant-loi