



# 2024 Letter of Intent

Due Date: January 5, 2024 by 4:00 p.m.

## Checklist and Submission Guidelines

To be considered, the Letter of Intent (LOI) packet must be completed according to the following checklist. Carefully review this checklist as the first step in preparing your LOI packet and again before submitting to make sure the LOI packet is complete.

### Step 1: Complete the LOI

Responses for all questions are required, unless otherwise noted.

Please note that our LOI form is character- and space-limited.

An electronic signature is required for Terms and Conditions on page 2. A scanned or digitized image of a handwritten signature or typed name is acceptable.

### Step 2: Prepare the Required Documentation

If available online, you can provide the links instead of attaching the documents.

IRS letter of determination 501(c)(3) of your organization or your fiscal agent

Names of your organization's board members, terms of office and compensation, if any

List of key staff members and your organizational chart

One example of each of the following (if available):

- a. Annual report
- b. Organizational brochure
- c. Newsletter

A balance sheet and income statement covering your organization's most recently completed fiscal year  
A copy of your organization's equity statement, policy or commitment

*To be eligible to receive a grant from The Dayton Foundation, you are required to show your commitment toward diversity, equity and inclusion. Please note, in most cases, equity commitment, statement or policy is different from the employee nondiscrimination policy. To review The Dayton Foundation's diversity policy, please visit*

<https://www.daytonfoundation.org/diversitypolicy.html>.

### Step 3: Submit the LOI Packet

Please email the completed LOI forms (do not submit scanned LOI forms) and required documents to Tania Arseculeratne at [tarseculeratne@daytonfoundation.org](mailto:tarseculeratne@daytonfoundation.org) by **4:00 p.m. on the deadline date**.

*Incomplete or late LOIs will not be reviewed during the current cycle.*

*The Dayton Foundation's staff is **not** authorized to extend the LOI deadline.*

Please use the following subject line when emailing the LOI form and required documents:

**"LOI Packet 2024 January Cycle"**

*You will receive an email confirmation when your LOI packet has been successfully submitted. If you do not receive a confirmation within one business day, please call Tania Arseculeratne at (937) 225-9966. If there are additional questions about your LOI, staff will contact you.*

## We Are Here to Help

Business hours for The Dayton Foundation are 8:30 a.m. to 5:00 p.m., Monday through Friday. During this time, staff is available by email or phone to help you. If you are new to The Dayton Foundation's grant application process, or if you have any questions, you are encouraged to contact Tania Arseculeratne, senior Community Engagement officer, at [tarseculeratne@daytonfoundation.org](mailto:tarseculeratne@daytonfoundation.org) or (937) 225-9966 to find out if your organization is eligible to apply for a grant and/or for a preliminary discussion of your planned request/project idea.

# Letter of Intent Form

## General Information (All fields are required.)

Organization Name

Mailing Address (Street, City, County, State, Zip)

Federal Tax ID#

Organization Phone

Executive Director CEO President's Name

Executive Director/CEO/President's Email

Organization's Current Annual Budget

Project/Program Budget

Requested Grant Amount

Website Address

Name of Contact for LOI

Title of Contact

Contact Phone

Contact Email

State the purpose of your proposal/request in no more than two sentences.

## What is the program area that best applies to this proposal? (check one)

Arts/Culture/Humanities

Education/Youth Development

Environment/Animals

Health

Human Services

Public/Society Benefit

## Grant Category (check one)

Capacity Building

Capital Campaign or Capital  
Improvement

Special Project or Program  
Expansion

**Does your project/program advance equity by eliminating barriers and creating opportunities for all?** We understand there are many worthwhile projects addressing pressing community issues that do not directly advance equity. Please note that your selection below will **not** influence your eligibility to apply for a grant and is collected only for internal data tracking purposes.

Yes, this project/program directly advances equity by eliminating barriers and creating opportunities for all.

No, this project/program does not directly advance equity but does benefit the overall community.

## Terms and Conditions

1) I hereby attest that our organization does not discriminate against employees, volunteers, vendors or any constituents it serves in any manner. 2) I hereby certify that, to the best of my knowledge, all information presented in connection with this application is accurate. I agree to, and fully understand, this form, and I have reviewed The Dayton Foundation's guidelines for discretionary grants, and I accept its terms and conditions.

Executive Director/CEO/President's Electronic Signature

Date

## **Project Summary**

1. Title of Project/Program

2. Please summarize your proposal, briefly but with specific information including:

an overview of your request (the purpose, the problem to be addressed and overall change expected),  
how it will work/how the problem will be addressed,  
who it will serve (including number of people and geographical area),  
the costs involved, and  
a timetable for implementation of the project.

If you selected “yes, this project/program directly advances equity” on the previous page, please share how this project will address disparities and foster inclusion.

(Maximum 3,250 characters in length with spaces)

### 3. Commitment to Diversity, Equity and Inclusion

Please provide concrete examples describing your organization's current highest priority efforts to advance diversity, equity and inclusion. (Maximum 750 characters with spaces)