

**YAKIMA VALLEY COMMUNITY FOUNDATION
COMMUNITY IMPACT COMPETITIVE GRANT PROGRAM**

STEP ONE: LETTER OF INTENT COVER PAGE

DEADLINE: TUESDAY, JUNE 1, 2010 5:00 P.M.

Organization Name		
Mailing Address		
City	State	Zip
Phone	Fax	Website
County	Year Founded (affiliate organizations provide local chapter date)	
Executive Director		
Executive Director Email		Executive Director Phone
Primary Contact for Letter of Intent with Title		
Primary Contact Email		Primary Contact Phone
Organization Mission Statement		
<p>Type of Grant Requested (select one):</p> <input type="checkbox"/> Expand capacity of an existing program/project <input type="checkbox"/> Implement a new program/project <input type="checkbox"/> Specific equipment need		
<p>Please complete the statement below; that best describes your program/project (e.g., This funding will support the health of the Yakima Valley by developing stewardship programs.)</p> <p>This funding will support...</p>		
<p>Have you received YVCF Competitive Funds in past years? _____ Amount(s) Received _____ Year(s)</p>		
Total Organization Budget	Total Program Cost	Amount Requested of YVCF
\$	\$	\$
<p>Please check the primary program area that your organization's program/project works to address.</p> <p><i>Detailed descriptions of the program areas are listed under YVCF Funding Priorities.</i></p> <p>Please check only one.</p> <p><input type="checkbox"/> Arts and Culture <input type="checkbox"/> Basic Needs <input type="checkbox"/> Education <input type="checkbox"/> Environment and Animals <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Neighborhoods and Communities</p>		<p><input type="checkbox"/> Provide one copy of your organization's IRS 501(c) (3) determination letter confirming status as a tax-exempt, public charity:</p> <p>Provide EIN #: _____</p> <p><input type="checkbox"/> Fiscal Sponsor (if your organization is not a 501 (c) (3). <i>Refer to and complete the Fiscal Sponsor's Information Form.</i></p> <p><input type="checkbox"/> Other organization type—please give specific explanation:</p>

LETTER OF INTENT NARRATIVE QUESTIONS

Answer the following questions on a separate sheet. Use numbers listed below as headings for your responses. **Please limit responses to all questions to no more than five combined pages.**

1. Short description of your organization (2-3 sentences).
2. Describe your organization's programs and the population you serve (limit 200 words).
3. Purpose of the Program/Project: Describe the proposed program/project, target population, number of people your program will serve, and what the grant will specifically fund. How does this proposal fit with your mission? Is this a new program? If not, please provide outcomes for previous efforts. If there is an existing program in the community that provides the same services, what makes your program unique? How is your organization uniquely positioned to address these issues?
4. Goals and Objectives/ Evaluation Plan: How will the program's effectiveness be monitored, evaluated and measured? Clearly state measurable outcomes (including *quantitative* and *qualitative* indicators) for the project. How do you propose to achieve the outcomes of the project in terms of specific activities, including a time line (proposed starting date and duration of the program/project)? How do you know you are effective in achieving your mission and goals?
5. Program/Project Budget (if applicable): Include expenses and sources of revenue. Be specific as to whether the listed revenue is committed (i.e., in hand) or anticipated (explain your expectation that revenue is forthcoming).
6. Why a YVCF Grant is Needed: Explain why YVCF funds are needed for this project and why other funding is not available. Have you tried to raise any monies for this program? If yes, how and how much? If not, why not? List major funders/contributors (and amounts) and provide a list of grants and applications pending or applied for in support of this program/project. How will you secure future funding to sustain this program/project?
7. Community Partners: How do you partner/collaborate with other nonprofit organizations? How will community partners be involved in the proposed project? Provide an example of how your organization combines actions with others in the community to accomplish better outcomes than could be created independently.
8. Community Impact: Describe how the program will benefit the community. What are the long term community issues that make the mission of your organization and this project necessary to the community?
9. Yakima Valley Community Foundation values the rich diversity of the people of Yakima County and believes diversity creates effective approaches to building vibrant, sustainable communities. Provide 2 to 3 indicators that your organization (board, staff and volunteers) is inclusive and welcoming.
10. Tell us a story. If this is an existing program, share a story of how your program made a difference for a specific client this past year. If you are proposing a new program/project, share how you envision this would impact a person in your target population (limit 250 words).

SIGNATURES

Executive Director and Chair of the Board of Directors signatures are required. These signatures indicate:

1. Board officer approval of request;
2. The organization is inclusive of clients, volunteers and staff and does not discriminate on the basis of age, race, religion, sexual orientation, physical/mental disability, gender, political affiliation or national origin; and
3. The organization's commitment to complete appropriate forms and reports if a grant is awarded.

Executive Director Signature
Print Name

Board Chair Signature
Print Name