



# LETTER OF INTEREST

## DEADLINES: (Must be submitted by noon on the due date)

- **November 1**
- **February 1**
- **May 1**
- **August 1**

We welcome your interest in The Boys and Girls Foundation. We encourage you to read carefully our mission statement and grant funding guidelines. Boys and Girls Foundation is a nonprofit organization which provides funding for 501(c)(3) entities that serve at-risk and underserved children/youth within San Diego County.

The Foundation has developed the following procedures to help streamline our application process. Please read the instructions carefully and complete all required materials. **Incomplete Letters of Interest or those exceeding 7 pages will not be considered for funding. Please double check the items below to make sure all items are included before submitting.**

Submit Letter of Interest via **email** to [information@boysandgirlsfoundation.org](mailto:information@boysandgirlsfoundation.org) by noon on or before deadline date. You will receive an email confirmation when your letter is received. If you do not receive an email confirmation within 48 hours you may assume that your letter has not been received.

## YOUR LETTER OF INTEREST MUST INCLUDE:

Letter of Interest Cover Sheet

Page 1

Narrative which should include:

- a. Mission, details and objectives of the project
- b. Description of project for which you are seeking funding

Page 2

- a. Plan to sustain the program
- b. Plan for Evaluation of the program

Page 3-5

- a. Project budget
- b. Overall budget for the organization
- c. Profit and Loss YTD

Page 6-7

- a. List of Board of Directors
- b. List other funders and list of potential funders

***The Boys and Girls Foundation Grant Committee will review Letters of Interest and notification will be made if a full application or a site visit is requested.***

**LETTER OF INTEREST CHECKLIST: (Not to exceed 7 pages)**

- \_\_\_ Letter of Interest Cover Sheet
- \_\_\_ LOI narrative
- \_\_\_ Letters of support from partners( if applicable)
- \_\_\_ Financials (full budget for program, full budget for organization, Profit & Loss YTD)
- \_\_\_ Board of Directors
- \_\_\_ List of other funders

**LETTER OF INTEREST COVER SHEET**

Date of Letter of Interest \_\_\_\_\_

Full Legal Name of Organization \_\_\_\_\_

EIN # \_\_\_\_\_

Contact Person/Title  
\_\_\_\_\_

Email \_\_\_\_\_

Address  
\_\_\_\_\_

Phone \_\_\_\_\_

Project Name \_\_\_\_\_

Purpose of Grant \_\_\_\_\_  
\_\_\_\_\_

Beginning and Ending Project Dates \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_ Total Project Cost  
\_\_\_\_\_

How will funds be used  
\_\_\_\_\_  
\_\_\_\_\_

Have you received funding from the Boys and girls Foundation in the past? If so, when and how much?  
\_\_\_\_\_  
\_\_\_\_\_

Is your organization an IRS 501(c)3 not-for-profit? \_\_\_\_\_ Yes \_\_\_\_\_ No