

**Letter of Intent**

**2022-2025 UWSM Funding Cycle**

**If you need any accommodations to complete the application process, please contact Sara Barlow via email at** [**sara.barlow@uwsm.org**](mailto:sara.barlow@uwsm.org) **or by phone at 269-982-4029.**

**If you have any questions, please email** [**impact@uwsm.org**](mailto:impact@uwsm.org)**.**

**Organizations that want to seek funding from United Way of Southwest Michigan for the**

**2022-2025 funding cycle MUST submit a Letter of Intent prior to completing the application. A Letter of Intent MUST be completed for EVERY program or project applying for funding.**

**Letters of Intent must include the following:**

**Basic Qualifications:**

* Do you serve Berrien, Cass and/or Van Buren County residents?

Yes

No

* Are you tax exempt?

Yes

No

If no, please explain.

* Do you have a Board of Directors or advisory group?

Yes

No

If no, please explain.

**Agency Information:**

* Agency Name
* Executive Director
* Contact Email
* Contact Phone
* Website
* Tell us about your organization, including, but not limited to your mission statement.

* Are you willing to create/actively implement an equity statement?

Yes

No

* The following documents are required for the application. Are you able to provide the following information during the application process?
  + Board roster, with contact information

Yes

No

* + Proof of tax-exempt status

Yes

No

* + Solicitation Registration (current or letter of exemption)

Yes

No

* + Annual operating budget (for the entire organization)

Yes

No

* + Audit or financial review

Yes

No

* + Strategic plan *(see examples at* [*www.uwsm.org/*](http://www.uwsm.org/)*agenda)*

Yes

No

If you are unable to provide one of the following, please explain why.

**Program/Project Information:**

* Program/Project Name
* Primary Contact
* Primary Contact Phone Number
* Primary Contact Email Address
* Will you be seeking funding through *Change Lives* or *Build Strong Communities?*
* Which primary issue will your program/project address (choose only one):

Early Education & Literacy

Post-Secondary Success

Financial Security

Employment

Healthy Bodies

Healthy Minds

Food Security

Safe Environment

* Program/Project Description
  + Describe the program/project that you want to seek funding for.
  + How is it delivered?
  + How does it align with the issues listed in the Community Impact Agenda for Change?
  + What outcomes/outputs/indicators will you measure, and how will you measure them?
  + Please select at least one of the following that your program/project will address.

Increase diversity and inclusion

Reduce inequities

Better access and improvements to community resources & infrastructure

Increase community cohesion

Increase community involvement and participation

Enhance safety

Improve communication and networking between leaders and organizations

Increase access to activities and recreational opportunities

* Proposed Funding Request
  + What amount of funding you plan to ask for annually?
  + What is your rationale or justification for this amount?
* List of Funding Sources
  + How is the program/project currently funded?
  + How do you plan to financially support it in the future?
* Service Scope
  + Approximately how many unduplicated people will you serve each year?
  + What geographic area(s) will this request cover?

**Letters of Intent are due NO LATER than 5:00 pm on September 24, 2021. No late submissions will be accepted.**

**Letters of Intent MUST be submitted electronically to** [**impact@uwsm.org**](mailto:impact@uwsm.org)**. You will receive a confirmation once the Letter of Intent is received.**

**Decisions for those that will move forward in the process will be emailed no later than October 29, 2021.**