

The Joanna Foundation

Letter of Intent

Instructions

1. Download and re-name this form on your device, using the following format for the name: <JF Your Organization Name LOI>. Do not try to work on the form on-line. You should use Adobe Acrobat or its free version, Acrobat Reader. You can download Reader at this [link](#). Do not convert this form to other software then save it back to PDF. Please do not scan and send. Please do not protect your LOI file before submitting; submissions must be "unsecured" pdf files. Contact us if you have problems with this form.
2. Check appropriate boxes and provide all requested information.
3. Locate (1) a list of your organizational officers and directors with primary business/professional affiliations and (2) a copy of your IRS letter of determination and save them as PDFs. You must provide these documents in PDF format along with the completed LOI.
4. Email the completed LOI during a valid submission period to <submit@joannafoundation.org>. Please note: The window may close early if the maximum number of LOIs is received. Do not wait until the end of the submission period.

What You Need to Know

- Paper applications will not be accepted. Early or late submissions will not be accepted. Incomplete applications will not be accepted. More than 25 submissions will not be accepted.
- Organizations may submit only one LOI per calendar year.
- Grants typically range from \$1,000 to \$5,000. Smaller amounts may be requested. For larger amounts, a preliminary conversation is advisable. To initiate a dialog, please send an email to info@joannafoundation.org.
- The default font for text boxes is Helvetica 12. You may write your responses in a word processing app, then cut and paste into this form, in which case the font and format of your choice will override the default font – which is okay. Your LOI may contain various fonts but must fit inside the space boxes and be legible.

What to Expect

Your submission will be acknowledged by auto-reply and individually confirmed as soon as possible. Decisions normally will be communicated within 3-4 weeks. Applicants invited to submit a Full Proposal will receive further instructions.

Eligibility

Has eligibility to submit an LOI at this time been confirmed by completing the on-line eligibility survey or by getting special permission?

Yes

No

If the answer is "no," stop here.

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Section 1. Organizational Information

Organization Name	Web Site	
Mailing Address, line 1	Mailing Address, line 2	
City	State	Zip code
If the above address is a PO Box, provide Street Address, line 1	Street Address, line 2	
City	State	Zip code
Primary Contact Name for this Submission	Primary Contact Email	
Primary Contact Title	Primary Contact Phone	
Name of Organization's Leader (if different from Primary Contact)	Leader Email	
Leader Title	Leader Phone	

Section 2. Federal Tax Exempt Status: complete a, b or c below

a. 501(c)(3) Federal Tax Exempt:	Yes	Date Received
b. Other Federal Tax Exempt Statute:	Specify	
c. Using Fiscal Agent or Sponsor:	Yes	Complete the information below.
Name of Organization serving as Fiscal Agent	Website	
Mailing Address	Mailing Address line 2	
City	State	Zip Code
Primary Contact Name	Primary Contact Email	
Primary Contact Position	Primary Contact Phone	

Section 3. Your Request

Amount Requested

Program Name/Project Title

(Limit of 85 characters including punctuation and spaces. Stay within the box)

Relevance to Berkeley, Charleston, Dorchester counties and/or Joanna and/or Newberry communities

(Limit of 360 characters including punctuation and spaces. Stay within the box)

Summary of Primary Purpose and Anticipated Impact

(Limit of 3000 characters including punctuation and spaces. Stay within the box)



