LETTER OF INTENT (LOI) SUBMISSION GUIDELINES

Please note that we have changed our submission requirements – we are now ONLY accepting electronic applications, which must be submitted by Thursday, Sept 1, 2022, at 5:00 pm. Please complete your Letter of Intent submission using the link on the Women's Fund website.

The Rancho Santa Fe Women's Fund strives to be a leader in funding programs which educate and improve the lives of those in need in our San Diego community. For our 2022-2023 Grant Year, we are looking for strong applicants who show enduring community commitment.

A given organization is only eligible to receive a grant from RSFWF every 3 years. For example, if a non-profit was funded during the 2019-2020 grant cycle and received funds in the spring of 2020, it is eligible to apply for a grant in the current grant cycle. This limitation pertains not only to a given project, but to the organization as well.

Your Letter of Intent (LOI) gives us an introduction to your project. For us to consider your grant, please make sure you thoroughly read the following instructions and the instructions on the LOI form itself. Be as specific as you can, given the space provided on the LOI form.

The prospective program/project should strive to address a significant problem in one of our designated focus areas for the 2022-2023 Grant Year. The connection to the focus area(s) should be clear and identifiable. In addition, please provide estimated results along with provable metrics as to how you envision accomplishing these outcomes.

The **two Focus areas** for this cycle are:

Ɪ **Military Support Services:** including mental health, education and job training.

- **Women's Services:** including homelessness, social services and mental health.

You are allowed to request **between $25,000 and $75,000 for your organization/project.**

Aside from the demographic information form on the first page, there is a list of questions on the second page of the LOI form. All of these questions should be answered thoroughly in the body of the LOI in order to be

considered for funding. The more we know about the program, the better it is for the applicant. Please answer ALL of the questions clearly and completely on the LOI form itself

We must receive the LOI by the stated deadline, September 1, 2022, at 5:00 pm. There are NO EXCEPTIONS. **All submissions shall be completed electronically, using the fillable form.** NOTE: It is the responsibility of the submitter to verify that the LOI has been successfully received by the Rancho Santa Fe Women's Fund by the deadline, if you choose.

ADDITIONAL GUIDELINES

- The Rancho Santa Fe Women's Fund strives to fund organizations which will be positively impacted in some measurable way due to our support.
- RSFWF will choose projects that have other additional sources of funding, so we are not the sole donor for a brand-new project and so that we are not funding a program in its entirety.
- RSFWF will select groups that demonstrate proper and effective governance standards based on the size and age of their organization. In addition, RSFWF would prefer organizations to have an independent board of directors, a whistleblower policy, and document retention policies.
- Projects that discriminate (i.e. give prejudicial treatment) based on race, national origin, ethnicity, gender, political affiliation or religious belief as well organizations that serve an exclusively sectarian purpose will not be considered for funding.
- RSFWF does not provide grants to fund capital campaigns or endowments.

AND LAST BUT NOT LEAST
Keep in mind the mission statement of the Rancho Santa Fe Women's Fund – to support projects that best fulfill one or more of the following eligibility criteria for funding:

- it is bold new venture,
- it addresses an urgent or critical need,
- it offers new approaches to time-worn problems.

These were RSFWF's original guiding principles for grants. In order to be eligible to apply, an organization's project MUST MEET AT LEAST ONE OF THESE CRITERIA.

Best of success to you and your program!