



WGC 2023 Big Give Grant Letter of Intent Guidelines

March 28, 2023

Dear Howard County Nonprofit Network Partners,

You are invited to submit a Letter of Intent (LOI) to the Women's Giving Circle of Howard County's (WGC) Big Give Members for a grant of up to \$10,000 for a **project or program** that supports **women and girls** in Howard County.

This is the second year for WGC's Big Give. You can find out more information [here](#). WGC Big Give Members have collectively pooled their financial resources to support the important services that your organization provides to women and girls in Howard County. In 2022 WGC Big Give Members gave away a total of \$20,000 to three nonprofits. The total amount that 2023 WGC Big Give Members will give away will be determined by the number of participants.

2023 Big Give Grant Letter of Intent Requirements

Timeline

- **March 28, 2023:** LOI available sent to Howard County nonprofit organizations.
- **April 30, 2023:** The requirements listed below are **due by 5:00 p.m. via email to: grants@cfhoco.org**.
- **May 16, 2023:** WGC Big Give Members will review the LOIs and vote for three proposals to invite to present on June 6.
- **May 17, 2023:** All organizations will be notified whether they were selected to move forward or not. If selected, organizations are invited to present their project or program submission at the Big Give on June 6.
- **June 6, 2023:** *Save the Date for June 6, 5:30 - 8:30 p.m.*, for the final three organizations to present to WGC Big Give Members at the Big Give about their project or program. WGC Big Give Members will vote this night for the grant awards. Each final grantee will walk out the door with a grant award.

Letter of Intent Format

The applicant organization must include the following in the Letter of Intent. Every application will be shared with the Big Give Members for them to review and select the three final grant awardees.

- **Format**
 - Calibri, 12 font, not to exceed three pages, includes the project and/or program budget, and saved in a PDF document.

- **Address letter to:**
 - WGC Big Give Members, % Community Foundation of Howard County, 6680 Martin Road, Columbia, MD 21044.

- **Organization**
 - Organization Name, Contact Person, Title, Address, Email, Phone Number, Website Address.

- **Vision and Mission**

- **Amount of Funding Requested: \$10,000**
 - Write the letter for a \$10,000 grant. Three final grantees will be awarded a grant award in the range of \$10,000, \$6,000, or \$4,000, so your request may be partially funded.

- **Description of the Program or Project for which funds are requested**
 - Must support women and girls in Howard County. Describe how this grant would make a difference in their lives.
 - Grant can go towards a specific project or contribute to a larger program.
 - Include details about the project or program, including the time period, whether the project and/or program is already in place, how many women/girls are already served, or if it is a new (pilot) program.

- **Project Budget**

Please send an email to grants@cfhoco.org with questions. Be sure and allow enough time for a response, as last-minute questions may not allow enough time for a response.