



## **WGC 2024 Big Give Grant Letter of Intent Guidelines**

January 25, 2024

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) 2024 Big Give Members for a grant of up to \$10,000 for a **project or program** that supports **women and girls in Howard County**.

[You can find out more information here.](#)

- WGC Big Give Members are collectively pooling their financial resources to support the important services that your organization provides to women and girls in Howard County.
- This is the third year of the WGC's Big Give. In 2022 and 2023 WGC Big Give Members gave away a total of \$20,000 to three nonprofits each year.
- The total amount that 2024 WGC Big Give Members will give away will be determined by the number of participants.
- The Letter of Intent is due April 15, 2024 by 5:00 p.m.

### **2024 Big Give Grant Letter of Intent Requirements**

#### ***Timeline***

- **January 25, 2024:** LOI available sent to Howard County nonprofit organizations.
- **April 15, 2024:** The requirements listed below are **due by 5:00 p.m.** via email to: [grants@cfhoco.org](mailto:grants@cfhoco.org).

- **May 13, 2024:** WGC Big Give Members will review the LOIs and vote for three proposals to invite to present on May 20.
- **May 14, 2024:** 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 one week later on May 20.
- **May 20 2024:** Save the Date for May 20,2024, 5:30 - 8:30 p.m at Vectorworks in Columbia 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 of the 3 final grantees 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:**

- Provide your organization's 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:**

- Provide the project budget.

**Questions:** Please send an email to [grants@cfhoco.org](mailto: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.