



WGC 2025 Big Give Grant

Letter of Intent Guidelines

March 12, 2025

Dear Howard County Nonprofit Partners,

You are invited to submit a Letter of Intent (LOI) to the Women's Giving Circle of Howard County's (WGC) 2025 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 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 fourth year of the WGC's Big Give. In 2022, 2023, and 2024 WGC Big Give Members gave away a total of \$60,000 to nine nonprofits - \$20,000 to three partners per year.
- The total amount that 2025 WGC Big Give Members will give away will be determined by the number of participants.
- The Letter of Intent is due April 18, 2025 by 5:00 p.m.

2025 WGC Big Give Grant Letter of Intent Requirements

Timeline

- **March 12, 2025:** LOI sent to Howard County nonprofit organizations.
- **April 18, 2025:** The requirements listed below are **due by 5:00 p.m.** via email to: grants@cfhoco.org.
- **May 12, 2025:** WGC Big Give Members will review the LOIs and vote for three proposals to invite to present on May 19. All organizations will be notified whether they were selected to move forward or not.
- **May 19, 2025:** If selected, organizations are invited to present their project or program submission at the Big Give one week later on May 19.
- **May 19, 2025:** Save the Date for May 19, 2025, 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 WGC 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 with questions. Be sure and allow enough time for a response, as last-minute questions may not allow enough time for a response.