



LETTER OF INTENT (LOI) REQUIREMENTS

The LOI is a short concept paper (1-2 pages) that outlines the project or program and must contain the following components:

- 1. Applicant Information**
 1. Organization
 2. Address
 3. Phone
 4. Website
 5. Primary Contact and title, phone, email and fax
 6. Alternate Contact and title, phone, email and fax
 7. Is your organization / program eligible for the Colorado Child Care Tax Credit?
- 2. Organizational Background**
 1. Please write a brief description of the organization including mission statement and how long the applicant program has been operating.
- 3. Amount Requested (\$10,000 minimum grant)**
- 4. Key Performance Indicators for funded program** (See Appendix III)
- 5. Expected Results**
- 6. Counties Served**
- 7. Executive Summary, Program Description and Statement of Need**
 1. Provide a descriptive summary of your program and an explanation of need for the program or services you are providing. **Be specific** in detailing how this program impacts the community. Data based evidence of anticipated and / or past outcomes is encouraged.
 2. Collaborative grants between organizations are encouraged. If you are writing a collaborative grant, please provide information for all involved organizations, to include how the collaboration improves outcomes for those served.

REQUIRED ATTACHMENTS

- 1. Current IRS Form 990 / 990 EZ**
- 2. The appropriate financial reporting as described below:**
 - 1. If an agency's total revenue is \$500,000 or more**, the agency shall submit the most recent Form 990, most recent year end balance statement **and** an independent financial audit conducted by a Certified Public Accountant and in conformity with generally accepted accounting principles.
 - 2. If an agency's total revenue is between \$200,000 and \$499,000**, the agency is required to submit the most recent Form 990, most recent year end balance statement and an independent financial review conducted by a Certified Public Accountant.
 - 3. If an agency's total revenue is less than \$200,000**, the agency shall submit the most recent Form 990 and its most recent Fiscal Year End statement of Fiscal Position and Statement of Activity, comparative to the previous year and duly approved by its Board of Directors.
 - 4. All agencies MUST** submit a detailed program budget for the applicant program.
- 3. Charitable Registration Letter for state of Colorado**

