

2018 MHF General Community Core Cycle

Menorah Heritage Foundation

Letter of Intent

READ ME FIRST:

Before starting, please read over every question on this Letter of Intent to ensure you have the necessary information and documentation to proceed. This online system allows you to save your draft as you go, and return to complete it at a later date. Please allow plenty of time to answer and edit questions prior to final submission.

If you have any questions about how our online system works, please follow these links as a first step:

- To view a video tutorial, **click here**.
- To view a written tutorial, **click here**.

IMPORTANT: Answers provided in this Letter of Intent will automatically populate your full application (should you be invited to submit), and those answers will not be editable during the application stage. Please note that all required fields must be completed, and nothing can be changed after you hit the **'Submit'** button.

Please **email** us with any questions at least 72 hours **PRIOR** to the May 1, 2018, deadline. Late submissions will not be considered.

ELIGIBILITY ACKNOWLEDGEMENTS: Please check **'yes'** to indicate that you have read, understood, and agreed that your organization meets the following eligibility requirements for this grant cycle.

Tax Status Requirement*

This organization has been determined to have 501(c)(3) status by the Internal Revenue Service, and this organization is a foundation, that it has been determined to be a non-private foundation.

Choices

Yes

Geographic Parameters Requirement*

This organization maintains ongoing operations, including staffing and programs, within the greater Kansas City metropolitan area, defined as Johnson and Wyandotte Counties in Kansas, and Cass, Clay, Jackson, and Platte Counties in Missouri. We represent that all funded services/programs are designed and carried out for the benefit of the target population living in the greater Kansas City metropolitan area. ***Any exception to this geographic limitation must be requested and approved by MHF prior to submission of your Letter of Intent.***

Choices

Yes

Non-Discrimination Requirement*

This organization does not discriminate on the basis of race, religion, gender, sexual orientation, age, national origin, or disability both in hiring staff and providing services.

Choices

Yes

Description of Organization*

Briefly describe the essential programs and services provided by your organization.

Character Limit: 1500

Mission Statement*

Please provide your organization's mission statement.

Character Limit: 350

Current Fiscal Year Expense Budget*

Character Limit: 20

Proposed Use*

Please complete the field below with the category name (listed in bold and italics) that best describes your request. If "***Other,***" very briefly indicate an appropriate category, such as medical supplies or classroom materials.

- ***Audit / Accounting Services***
- ***Communications*** (Marketing, PR, Social Media, Web Site)
- ***Connectivity*** (Internet, Phones, VPN)
- ***Employee Benefits*** (Medical and/or Insurance, Retirement Plan, etc.)
- ***Equipment / Furniture***
- ***Facility Expenses*** (Building Maintenance, Rent and/or Utilities)
- ***Technology*** (Hardware and/or Software)
- ***Transportation*** (Including Vehicle Purchase and/or Repair)

- **Training** (Staff and/or Volunteer)
- **Other** (Briefly describe below)

Character Limit: 35

Explanation of Need*

Understanding how this proposed use helps your organization achieve its mission can be very helpful to our reviewers. You may use this space to provide additional detail regarding your proposed use.

Character Limit: 500

Funding Acknowledgement*

Please check yes to indicate that you understand that the maximum grant award for the Menorah Heritage Foundation 2018 General Community Core grant cycle is \$10,000. Requests over \$10,000 will not be considered.

Choices

Yes

Amount Requested*

Please indicate the amount being requested, rounded to the nearest dollar.

Character Limit: 20