



## Submitting a Letter of Intent

Once you have confirmed eligibility, you can [request a meeting with JRF staff](#) or submit a **Letter of Intent (LOI)** via [our online grant portal](#). After creating your grant portal account, you will have the option to submit a Letter of Intent (LOI) through the grant portal.

To begin a LOI, you must create or claim an individual account for yourself which will require you to create a login and password. ([Download instructions for creating an account.](#)) The individual account you create will be linked to your organization. Other colleagues from your organization can also create individual accounts linked to your organization. This allows multiple people from your organization to collaborate on grant materials.

After you create an individual account, you will be asked to answer a series of questions.

Please see the information below about what to include in your Letter of Intent.

### **Letter of Intent Requirements**

Your LOI should include:

- Basic organizational information and tax ID (and fiscal sponsor if applicable)
- Purpose of the request
- Description of the community need related to health and well-being
- Overview of the proposed activities and community engagement
- Expected goals and outcomes
- Estimated project costs
- Contact information for leadership
- Signature by Executive Director/CEO of the organization

Foundation staff typically respond to LOIs **within three weeks** to discuss next steps.

Once you have completed your LOI, you will have the option to preview and edit your work before final submission to Jefferson Regional Foundation.