

The Letter of Intent, which may not exceed three pages double-spaced, must include the information requested below. Please present your responses in the order they are requested, identifying each by the number indicated:

1. Please describe your organization's mission and purpose.
2. Describe the project, including a statement of need, the target population, your implementation plan and an approximate timetable.
3. Describe the project budget and explain how the requested funds will be used.
4. List any collaborating or partner organizations, indicating their roles in and financial contributions to the project.
5. Original signatures of the Requesting and each Collaborating Partner organization's (or each fiscal agent's) Chief Professional Employee/Executive Director or CEO and Chief Lay Leader/Board President or Board Chairperson are required.

You must complete the [Letter of Intent Cover Page](#) in addition to the Letter of Intent. Please be sure to check the correct box, indicating the type of grant you are requesting.

The JWF will review all Letters of Intent at the beginning of March 2017, after which your organization will receive either an invitation to complete a final grant application and a request for a site visit/interview, or a rejection letter.

Please refer to the Grants Process Timeline as stated in our Grant Guidelines for further details.

We encourage all applicants to call or email JWF director Susan Cassels Kamin at 248.203-1524 or [kamin@jfmd.org](mailto:kamin@jfmd.org) to ask questions or to discuss your projects.