

## 2019 Activation Fund Letter of Intent Cover Sheet

Please complete this form and return it with your Letter of Intent and associated materials listed below. If you have any questions, please contact Daniel Germain, Grants Manager at [dgermain@hfc.org](mailto:dgermain@hfc.org) or (508) 438-0009 x4.

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| <b>Project Information:</b>   |
| <i>Organization Name:</i>   |
| <i>Project Fiscal Sponsor (if any):</i>                               |
| <i>Proposed Project Title:</i>  |
| <i>Proposed Project Start/End Date (typically October-September):</i> |

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|---|---------------|
| <b>Contact Information for Proposed Project Director:</b> |               |
| <i>Name:</i>  | <i>Title:</i> |
| <i>Organization:</i>                                      |               |
| <i>Mailing Address:</i>                                   |               |
| <i>Phone:</i>   | <i>Email:</i> |

|  |                                   |
|--|-----------------------------------|
| <b>Grant Request and Project Partners:</b>   |                                   |
| <i>Grant Amount Requested from The Health Foundation (\$):</i>                                     | <i>Total Project Budget (\$):</i> |
| <i>Other sources of funding directly related to the project and amount, cash/in-kind (if any):</i> |                                   |
| <i>Partnering organizations directly related to the project (if any):</i>                          |                                   |

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| <b>Questions:</b>   |
| <i>Did you attend an in-person or online information session?</i>   |
| <i>Did you consult with Foundation staff prior to March 24, 2019?</i>                                       |
| <i>If this is your first time applying to the Activation Fund, please tell us how you learned about it:</i> |
| <i>Contact person and email for application information if different from Project Director:</i>             |

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| <b>Checklist of Application Materials:</b>  |   |
| <input type="checkbox"/> Cover Sheet (this form)<br><input type="checkbox"/> Letter of Intent (max 3 pages, 11-point font, 1" margins)<br><input type="checkbox"/> Project Budget (for project, not organization)<br><input type="checkbox"/> Summary of Relevant Qualifications and Capacity<br><input type="checkbox"/> Letter of Tax-Exempt Status | <input type="checkbox"/> Audit Report<br><input type="checkbox"/> Internal Financial Report ( <i>ex: current quarterly financial statement/income statement/balance sheet</i> )<br><input type="checkbox"/> List of Board of Directors/Officers |
| All materials should be compiled in one email and sent to <a href="mailto:info@hfc.org">info@hfc.org</a> by <b>5:00 pm EST on Wednesday, April 24, 2019</b> .<br>Late or incomplete submissions will not be accepted.   |   |