



LETTER OF INTENT (LOI) SUBMISSION GUIDELINES

Please note that recently we have changed our submission requirements – we are now **ONLY** accepting electronic applications, which must be submitted by noon, Tuesday, Sept 1, 2020. Please email your Letter of Intent submission to womensfund@rsffoundation.org

The Rancho Santa Fe Women’s Fund strives to be a leader in funding programs which educate and improve the lives of those in need in our San Diego community. For our 2020-2021 Grant Year, we are looking for strong applicants who show enduring community commitment.

A given organization is only eligible to receive a grant from RSFWF every 3 years. For example, if a non-profit was funded during the 2017-2018 grant cycle and received funds in the spring of 2018, they are eligible to apply for a grant in the 2020-2021 grant cycle. This limitation pertains not only to a given project, but to the organization as well.

Your Letter of Intent (LOI) gives us an introduction to your project. For us to consider your grant, please make sure you thoroughly read the following instructions and the instructions on the LOI form itself. Be as specific as you can, given the space provided on the LOI form.

The prospective program/project should strive to address a significant problem in one of our designated focus areas for the 2020-2021 Grant Year. The connection to the focus area(s) should be clear and identifiable. In addition, please provide estimated results along with provable metrics as to how you envision accomplishing these outcomes.

The **two Focus areas** for this cycle are:

- Children/Youth, including at risk youth/teens, foster children and other infant/childhood development issues
- Education/Economic Development, including tutoring, college transition, job training and placement for all ages

Please answer ALL of the questions clearly and completely on the LOI form itself. You are allowed to request **up to \$50,000 for your organization/project.**

Aside from the demographic information form on the first page, there is a list of questions on the second page of the LOI form. All of these questions should be answered thoroughly in the body of the LOI in order to be considered for funding. The more we know about the program, the better it is for the applicant.

Finally, we would like to know where your local office is located as well as the total area from which you expect to draw more than 50% of your project's population. Consequently, on the bottom of the form, there is a link for you to download a map of the greater San Diego area. Please print out this map, place a red star to indicate the location of your local office and using blue ink, draw a line around the project area. Then, upload the map to be attached to your submission.

We must receive the LOI by the stated deadline. There are **NO EXCEPTIONS**. **All submissions shall be completed electronically.** Please use the fillable form and save your organization's Letter of Intent as **yourorganizationsname2020LOI.docx** and email as an attachment to womensfund@rsffoundation.org. NOTE: Once you have submitted your Letter of Intent, you should receive email confirmation of your submission from noreply@jotform.com.

ADDITIONAL GUIDELINES

- The Rancho Santa Fe Women's Fund strives to fund organizations which will be positively impacted in some measurable way due to our support.
- RSFWF will choose projects that have other additional sources of funding, so we are not the sole donor for a brand-new project and so that we are not funding a program in its entirety.

- RSFWF will select groups that demonstrate proper and effective governance standards based on the size and age of their organization. In addition, RSFWF would prefer organizations to have an independent board of directors, a whistleblower policy, and document retention policies.
- Projects that discriminate (i.e. give prejudicial treatment) based on race, national origin, ethnicity, gender, political affiliation or religious belief as well organizations that serve an exclusively sectarian purpose will not be considered for funding.
- RSFWF does not provide grants to fund capital campaigns or endowments.

AND LAST BUT NOT LEAST

Keep in mind the mission statement of the Rancho Santa Fe Women's Fund – to support projects that best fulfill one or more of the following eligibility criteria for funding:

- it is bold new venture,
- it addresses an urgent or critical need,
- it offers new approaches to time-worn problems.

These were RSFWF's original guiding principles for grants. In order to be eligible to apply, an organization's project **MUST MEET AT LEAST ONE OF THESE CRITERIA.**

Best of success to you and your program!