Nathan B. and Florence R. Burt Foundation

**Letter of Interest**

The Letter of Interest (LOI) is a brief two-page overview to provide the Board of Directors Grant Committee with an overview of your work and how it aligns with the Burt Foundation priorities. An LOI saves most applicants the time and expense of writing full proposals.

**Please submit LOI in Word or PDF to: Rosmina Garcia at** [bf@burtfoundation.org](mailto:bf@burtfoundation.org) **by September 16, 2019 for consideration for the Fall 2019 funding cycle.**

LOIs are limited to two pages and must include responses to the following:

Organization information

* Organization name, address, website
* Grant contact person name, title, email, telephone number
* Is organization a 501(c)(3) federal tax exempt organization?
* Has organization been providing programs and services for over three years?
* Annual Budget size
* Applying for Early Childhood Education and Development or High School Graduation funding

Overview (one paragraph)

* Community need you plan to address with the funding, include population to be served
* Work you will accomplish
* What you expect to achieve

Organization mission and programs

* Mission
* Description of current programs that address funding priorities, including past successes
* Populations served by current programs that address funding priorities
* Geographic focus of current programs that address funding priorities

Briefly Describe:

* How your request relates to the Burt Foundation funding priorities
* Your overall approach to evaluation
* The role of the Board of Directors in advancing the mission of organization