

# TPC Letter of Intent Application 2020-21

## Step 1: Determine Eligibility

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### Page description:

Thank you for considering a grant from The Philanthropy Connection (TPC) by submitting a Letter of Intent (LOI) application. Please go through the following questions to determine eligibility to apply for a TPC grant.

Preview our sample online application and our [2020-21 Grant Guidelines](#). Any questions, please email [connect@thephilanthropyconnection.org](mailto:connect@thephilanthropyconnection.org).

We look forward to reading your application!

1. Enter your organization's EIN number, or the EIN of your fiscal sponsor (please note below if you have a fiscal sponsor) \*

*Numbers only, no dashes*

2. Does your organization have a Fiscal Sponsor? \*

Yes

No

3. If your organization is the local affiliate of a larger parent organization, do you have your own 501c3 tax status that falls within the geography that TPC serves, defined largely as towns falling within the I-495 loop, plus:

- Amesbury, Haverhill, Methuen, Lawrence, Lowell
- Maynard, Hudson, Marlborough, Milford, Franklin
- Massachusetts towns north of the intersection of I-495 and Rt. 25

\*

Yes

No

4. Select the zip code from your 501c3 tax document from the eligible zip codes drop down menu \*

*Note: If your zip code is not listed, but you believe that your organization's programming falls inside TPC's geographic catchment area and you are eligible to apply for a grant, please contact us before proceeding at [connect@thephilanthropyconnection.org](mailto:connect@thephilanthropyconnection.org).*

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5. Does your annual revenue fall within TPC's revenue criteria, \$200,000 and \$2,000,000? \*

Please state revenue from your organization's most recently filed IRS Form 990 or from your fiscal sponsor letter (including only that which would be reported on the Total Revenue line 12 of IRS Form 990).

6. Enter date of the last filing of your organization's MA Public Charity Form (applicable only to 501c3 organizations).

Note: Organizations must be in solid financial standing and have filed requisite Massachusetts Form NP and IRS 990 filings. TPC typically does not fund organizations with significant year over year operating losses or less than 3 months of cash reserves to cover operations.



7. Have you confirmed your eligibility for a TPC 2021-2022 grant? \*

If yes, please proceed. We are looking forward to learning about your organization's mission, programming, and the communities you serve.

- Yes
- No

## Step 2: Complete TPC Letter of Intent Application

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Note: if an LOI or proposal you have submitted to another funder answers the questions below, we would be happy to accept that document, along with any responses you want to enter below to fully answer TPC's LOI questions. Please leave notes in the relevant question fields to help our review teams find your responses, i.e. TPC Question about COVID response = see submitted LOI Question #21.

8. Organization Name \*

## 9. Contact Information

Street Address \*

Apt/Suite/Office

City \*

Website URL \*

Executive Director Name \*

Executive Director Email \*

Contact Name \*

Contact Email Address \*

Contact Phone Number \*

10. We recognize many paths to advancing meaningful social change. Please identify the inequities that your organization addresses. \*

11. Please describe your organization's mission, core programs and services, their significance to the community you engage in your programming, and how they address the inequities mentioned above. \*

12. Describe how the experience and/or background of your Executive Director, staff, and/or board are relevant to or benefit your organization's mission. Does your Executive Director, staff, and/or board have first-hand knowledge about the mission/problem that you are trying to solve? \*

13. Are the demographics (e.g., race, ethnicity, sex, gender, ability status, income, etc.) of your targeted constituents reflected in the composition of your board and staff? Please provide details. Are you satisfied with this composition? If not, what are your plans to improve the composition of your board and staff? We will ask you to share supporting data at the end of this application. \*

14. Please provide relevant information about the impact of COVID-19 on your organization's mission, programs and financial health. \*

### Step 3: Required Documents to include in Application

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15. The most recent IRS Form 990 (PDF)  
*Applicable to 501c3 organizations only*

Browse...

16. Fiscal Sponsor Agreement Letter (PDF)

*Applicable to fiscally sponsored organizations only*

Browse...

17. Letter from the Fiscal Sponsor certifying applicant's revenue, including only that which would be reported on the Total Revenue line of IRS Form 990 (PDF)

*Applicable to fiscally sponsored organizations only*

Browse...

18. Resume(s) of Executive Director and other key staff (PDFs)

In lieu of resumes, please feel free to provide below links to website(s) with your staff's professional information.

Browse...

19. Provide links to LinkedIn or your website for your Executive Director and other key staff



20. Please complete this Demographics Form and upload it as an xls or xlsx document. \*

Browse...

### If Organization has a Fiscal Sponsor

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21. Fiscal Sponsor Organization Name

22. Date Sponsorship Began

 

23. What is the relationship between your entity, and your fiscal sponsor organization? Please describe structural and/or governance ties, benefits and privileges, changes in the relationship over time, legal and fiduciary responsibility, etc.

24. Do you receive financial support from this organization?

- Yes
- No

25. If you answered yes above, please disclose the amount of support from the last completed fiscal year.

**(untitled)**

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26. Please let us know how many hours you or your organization spent completing this LOI. We appreciate your honesty and your response will help TPC improve our process. \*

**Thank you for your submission**

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Your Letter of Intent application has been successfully submitted, and we look forward to reading it. If you have questions about our grants process and timeline, please read **For Non-Profits** on our website.

Thank you for submitting your Letter of Intent Application to The Philanthropy Connection.

Best regards,  
The Philanthropy Connection