HEISTAND FAMILY FOUNDATION

Letter of Intent (LOI) Preview

Review the questions you will be asked when submitting a Letter of Intent

*This document previews all questions on the LOI form. Fields marked with * are required. You will complete this form online after creating an account at the Grant Portal.*

STEP 1: CONTACT INFORMATION

- **Primary Contact Name ***

- **Primary Contact Title**
  e.g., Executive Director

- **Primary Contact Email ***

- **Primary Contact Phone**

- **Executive Director**
  Name of your organization's Executive Director

STEP 2: EXPENDITURE TYPE & FOCUS AREA

- **Expenditure Type ***
  - ○ Programming / Special Project
  - ○ Operating Funding
  - ○ Capital Project (requires pre-approval from Foundation Director)
- **Focus Area ***
  - ○ Human Health & Wellbeing
  - ○ Education & Development
  - ○ Community Wellbeing

STEP 3: PROJECT CONTEXT

- **Is this request for a new project or emerging need?**
  - ○ Yes
  - ○ No
- **If yes, please explain**

- **Is this request for increasing capacity or rising operations costs?**
  - ○ Yes
  - ○ No

- **If yes, please explain**

STEP 4: PROJECT OVERVIEW

- **Project Title ***

  e.g., Youth Literacy Initiative 2026

- **Proposed Project Description ***

  Describe your proposed project, including what you hope to accomplish and how it aligns with the Heistand Family Foundation's mission.

  Maximum 500 words

- **Project Goals**

  Describe the goals and objectives of your project.

  Maximum 500 words

- **Photos**

  You may upload 1–3 JPG images that help illustrate your project.

STEP 5: FINANCIAL INFORMATION

- **Total Dollar Amount of Project ($) ***

- **Grant Request Amount ($) ***

  Amount being requested from HFF

- **Percent of Total Project**

  Auto-calculated based on amounts above

- **Proposed Project Budget Outline ***

  Simple explanation of how grant funds would be spent. e.g., Staff salaries ($15,000), Program supplies ($5,000), Transportation ($3,000).

  Maximum 250 words

STEP 6: REVIEW & SUBMIT

You will review all your responses before submitting. A confirmation checkbox acknowledges that all information is accurate and complete. LOIs must be submitted by the deadline shown on the Grant Portal.