

TIPS for a successful LOI Application

Applications must be completed ONLINE when the grant cycle opens on October 1st and April 1st.

Below is a list of items you will need in order to complete your online application

NOTE: FOR REFERENCE ONLY. THIS IS NOT A VALID APPLICATION.

1. **Your US Federal Tax ID #:** Your organization must be a registered public charity with a 501(c)3 status. If your organization is fiscally sponsored, the sponsor organization must have a 501(c)3 status. A valid federal tax ID is required and the application will not be considered if this information is not provided.
2. **Organization's website address, street address, and contact info**
3. **Organization's mission and history**
4. **Organization's annual budget**
5. **Fiscal Sponsor information** (If applicable)
6. **Need addressed by program/project:** Please describe the specific need the program will address in 100 words or less.
7. **Women's Leadership:** In what ways are women/girls who benefit from the program represented in leadership and decision-making? 150 words or less.
8. **Program/Project Description:** Please briefly describe the goals of the program/project, specific objectives, and accompanying strategies. 450 words or less.
9. **Key collaborations with other organizations:** Is work being done collaboratively with other organizations to implement the project? If so, please identify them and their mission.
10. **What makes this program/project unique?** Is there anything that makes this project unique from similar programs or projects? Describe in up to 100 words.
11. **Attach your program/project budget:** If your budget exceeds the grant amount requested, Please indicate clearly within your budget what you want DFW to fund. All submitted documents must be in English and submitted with this form. Documents can be any file format except .exe, and cannot exceed more than 1.5 MG each. Form

submission errors will cause uploads to stop. You may need to reattach the documents if that occurs.

Please ensure that you have a strong Internet connection when you attempt to upload your attachments. Please combine any multipage documents for each attachment **into one document** prior to upload. Your documents may not upload if they are too large.

12. **Attach Your IRS Form 990:** full copy, most recent year: If you are fiscally sponsored, this must be the sponsor's form 990 for the most recent year.
13. **Attach your IRS Form 990:** full copy, previous year: If you are fiscally sponsored, this must be the sponsor's form 990 for the previous year.
14. **Attach Your IRS 501(c)3 determination letter:** If you are fiscally sponsored, this must be the sponsor's 501(c)3 determination letter.
15. **Select an Issue Area:** Maternal/child healthcare, Women's healthcare, Sex/human trafficking, Food and water security, Women's leadership, Policy/law/ advocacy/property rights, Education, Environmental sustainability, Other