Health Care Foundation of Greater Kansas City (HCF)

2018 Safety Net Letter of Intent

Organization: XXX( your organization name goes here)XXX

**Instructions:**

Applicants for all HCF request for proposals are required to submit a Letter of Intent (LOI). HCF uses information from the LOI for planning purposes, including the recruitment of appropriate external reviewers.

Your Letter of Intent should be formatted as follows:

* typed in a clear, legible font (e.g. 11-12 pt. Arial, 11-12 pt. Calibri, or 10-11 pt. Verdana)
* single spaced
* one-inch left /right margins
* not exceed 3 pages

Provide brief responses to the following items. **Leave the section heading listed below in your LOI and use them as an organizational tool.**

Delete these general instructions – and guidelines under each section heading – before uploading your completed LOI to the HCF Online Grantmaking System.

**Need or Case Statement**

Briefly discuss the problem or need to be addressed by your project or program.

**Grant Purpose Statement**

Explain the project/program that the proposed grant will fund, followed by a brief description of project/program activities.

**Strategies & Outcomes**

Review HCF’s Safety Net theory of change, available at <https://hcfgkc.org/safety-net/>) and consider how your proposed project aligns with ***all three*** identified strategies: access, quality, and cost. Complete the table below with your selected strategies and proposed outcomes. You may add rows to the table below as necessary. (You may revise your selected strategies and outcomes in the full proposal.)

|  |  |  |
| --- | --- | --- |
| **Strategy Area** | **Strategies** | **Outcomes** |
| **Access** |  |  |
|  |  |
|  |  |
| **Quality** |  |  |
|  |  |
|  |  |
| **Cost** |  |  |
|  |  |
|  |  |

**Amount of Funding**

Indicate the amount of funding requested from HCF, the proposed grant period, and how the dollars will be used. **NOTE:** *The Foundation is accepting requests for up to two (2) years of funding. Please include the total amount for both years if you are requesting multi-year funding.*