

## 2019 Houston Methodist Grants: Letter of Intent

### Letter of Intent

Houston Methodist is now accepting Letters of Intent (LOI) to apply for the 2019 Community Benefits Grant and Mental Health Innovation Grant. Deadline to submit Letters is May 7, 2018 by 5PM.

### Guidelines

If your organization elects to submit a LOI, please consider including the following information utilizing the listed headers:

1. **Statement of the need:** What issue are you addressing? Why have you chosen to respond to the issue in this way?
2. **Project activity:** Provide an overview of the intended approach to address the outlined issue/need. Why is your approach deserving of the funding? Indicate if there will be any collaborations with other organizations.
3. **Intended Outcomes:** What specific outcomes are you hoping to achieve?
4. **Community Standing:** Why is your institution/staff best equipped to carry out this initiative? What sets you apart from your peers?
5. **Eligibility for services:** Please briefly describe your target audience for services, the eligibility criteria for the services to be received.
6. **Board of Directors:** Please include a list of your Board of Directors (*This information can be included in the letterhead utilized, if electing to submit on agency letterhead*)

Your letter must not exceed one page utilizing 11 point font, Times New Roman. Organizations that are applying for both the Community Benefits and MHI grant must submit a LOI for each.

### Submission

Please submit your Letter(s) of Intent by May 7, 2018 to [communitybenefits@houstonmethodist.org](mailto:communitybenefits@houstonmethodist.org). by 5PM.