2021 Houston Methodist Community Benefits Grant Program

Grant Letter of Intent

Houston Methodist is now accepting Letters of Intent (LOI) to apply for the 2021 Community Benefits Grant and 2021 Mental Health Innovation Grant. **Deadline to submit LOI is June 5, 2020 by 6 PM.** LOI’s must be submitted on agency letterhead and cannot exceed one page.

**Submission Guidelines**

- Your letter must not exceed one page utilizing no less than 10.5 point font, Arial, Times New Roman or Franklin Gothic.
- Organizations that are applying for both the Community Benefits and MHI grant must submit a LOI for each.
- If your organization elects to submit a LOI, please include the following information listed below. Failure to cover each topic may result in a declination to invite to apply for the Grant:

1. **Description of Agency:** Provide a brief overview of your agency which includes year founded, mission, services offered and location.
2. **Statement of the Need:** What issue are you addressing? Why have you chosen to respond to the issue in this way and what population will most benefit from your agency addressing the need? Also included intended ask amount.
3. **Project Activity:** Provide an overview of the intended approach to address the outlined issue or need.
4. **Collaborators:** Indicate if there will be any collaborations with other organizations.
5. **Intended Outcomes:** What outcomes are you hoping to achieve?
6. **Eligibility for services:** Please briefly describe your target audience for services and the eligibility criteria for the services to be received. Also, include the process your agency takes to ensure patients/clients meet the eligibility criteria and how agency will ensure funding will be directed to patients/clients who meet the financially indigent criteria (the yearly household income is 200% or below the FPL).
7. **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).

**Submission Due Date:**

- Please submit your Letter(s) of Intent through the appropriate grant portal by June 5, 2020. All submissions are due by 6 PM.
- We will not consider late submissions nor will we permit edits of your LOI after it has been submitted.
- We encourage you to read the **Things to Know Before You Apply** document prior to submitting your LOI to increase your chances of being invited to formally apply for the applicable grant.