Deadline to submit a LOI is December 3, 2021 by 5:00PM. Houston Methodist will review LOI submissions and will determine which agencies will be selected to receive an invitation to apply for the grant. Agencies will be notified in January of 2022 of submission status. We encourage you to read the Things to Know Before You Apply document prior to submitting your LOI.

Submission Guidelines

• Your letter must not exceed two pages and must be typed in 11-point font using Franklin Gothic Book only and double-spaced. Your letter must be submitted on agency letterhead and you will be required to upload a separate Leadership list.

• Please address your LOI to the attention of:
  Ryane Jackson
  Vice President, Community Benefits
  Houston Methodist
  6560 Fannin Street, Scurlock Tower, Suite 570
  Houston, Texas 77030

Required Elements in Your Letter of Intent

Please include the following information in the LOI. Failure to cover each topic may result in Houston Methodist declining to invite your agency to apply for the grant:

1. Description of Agency: Provide a brief overview of your agency which includes year founded, mission and agency purpose, services offered and website.

2. Funding Request: Provide a brief summary of the initiative your agency is requesting support for which should also include collaborative partners (if applicable), why your institution is best equipped to carry out this activity, the intended amount being requested, and if the request is for operating or program support. **NOTE:** If your agency is requesting renewal funding for a project Houston Methodist is currently supporting, please provide insight as to why the organization is requesting continued support and how the current funding has helped.

3. Social Determinant Being Addressed: Indicate what social determinant(s) of health your organization/program is addressing and why you are addressing this particular social determinant. Indicate if the request support will align more with Educational Empowerment, Economic Empowerment or Building Healthy Neighborhoods. You will also need to include how the funding will directly address the identified social determinant.

4. Intended Outcomes: What outcomes are you hoping to achieve?

5. Target Audience: Indicate what social minority group(s) or racial/ethnic audience this request is focused on supporting. Explain how funding will be directed towards this community.

6. Leadership List: You will be required to upload an additional document that outlines the executive leadership (C-Suite, Vice President, etc.) and board of directors of your agency. This list will need to include name, role/title, gender identity and race/ethnicity. If you plan to submit this LOI as part of a collaborative effort, you will need to submit this document that includes your agency’s leadership information as well as the collaborative partner’s leadership information with the listed parameters

Submission Due Date:

• Please submit your LOI through the appropriate grant portal by December 3, 2021. All submissions are due by 5:00PM. We will not consider mailed submissions or late submissions. Edits will not be permitted to your LOI after it has been submitted.