FY21 Letter of Intent for *GOS I* Template

You can find a PDF of the FY21 *GOS I* Guidelines [here](http://creativemoco.com/grant/gos1/).

# This template is for your reference only. All letters of intent, applications, and materials must be submitted online through FluidReview. AHCMC cannot accepted applications submitted by mail or email.

# PLEASE READ BEFORE YOU START WORKING ON YOUR LETTER OF INTENT:

You must submit a Letter of Intent in order to be eligible to apply for an FY21 *GOS I* grant. First-time applicants are highly encouraged to contact Grants Program staff. Once your Letter of Intent is approved, you will receive an email notification inviting you to fill out the grant application. The financial information required here is considered an estimate and all applicants will be required to submit financial statements with their grant application. If you have any questions about the Letter of Intent, please contact Karen Judson, Grants Program Manager at (301) 565-3804 or [Karen.Judson@creativemoco.com](mailto:Karen.Judson@creativemoco.com).

# Basic Information

**\*Organization Name:**

**Website:**

**\*Contact First Name:**

**\*Contact Last Name:**

**\*Title:**

**\*Phone:**

**\*Email:**

**\*What months does your fiscal year begin and end?**

**\*What fiscal year are you currently in?**

**\*Grant Request:**  
Grant requests may not exceed 35% of the organization’s most recently completed fiscal year’s cash operating expenses/income or $50,000, whichever is lower. Please enter grant request amount.

**\*990 Requirement**All applicants will be required to submit an FY19 990 by **June 1, 2020**. Please indicate whether your organization can meet this requirement.

* Yes
* No

**\*Financial Review/Audit**  
Applicants requesting more than $25,000 will also be required to provide either an FY19 audit or financial review by **June 1, 2020**. Please indicate whether your organization can meet this requirement.

* Yes
* No
* Not applying for over $25,000

# Eligibility

By the application deadline, the applicant MUST have met all criteria listed below for three-consecutive fiscal years and continue to do so in FY21:

**1. \*Mission Statement as approved by the Board (500 characters maximum)**

Applicant must have in its primary mission the exhibition, presentation, production or performance of, and/or education in, an arts and/or humanities discipline, and/or provides support services for artists and/or scholars and/or for arts and/or humanities organizations.

# 2. \*Non-Profit Status

|  |  |
| --- | --- |
|  | The applicant has 501(c)(3) status, as evidenced by their IRS Letter of Determination |
|  | The applicant operates as a specific arts and/or humanities entity or division within a larger 501 (c)(3) organization whose primary mission is not arts or humanities based |
|  | The applicant does not have 501(c)(3) status or operate as a non-profit |

Applicant demonstrates 501(c)(3) status by one of the following options below:

# \*IRS Letter: Upload your organization’s IRS Letter of Determination if the applicant organization did not apply for an AHCMC grant in FY20 OR if there have been any changes.

# a grant from AHCMC in FY20 or if there have been changes to the applicant’s non-profit

# status

# 3. \*Office Location

Applicant has its primary office in Montgomery County. Provide the full address of the applicant’s primary office.

Address:

City:

State: MD

Zip:

# 4. \*Personnel

Applicant has at least one part-time paid staff member, working a minimum of 5 hours a week, to support the organization’s Board, comply with grant requirements, and maintain consistent programing. **If the applicant is requesting more than $25,000, the part-time paid staff member must work a minimum of 20 hours per week.**

Name:

Title:

Date of Hire:

Number of hours per week:

**5. \*Board Members**

Provide the percentage of Board Members who reside and/or work in Montgomery County. Applicants must have a **minimum of 40%** of the organization’s Board members residing and/or working in Montgomery County at the application deadline.

**\*Upload a list of Board Members including their home / work city and zip code. Please indicate which Board members meet the minimum requirement.**

# 6. \*Operating Budget and Financials

Applicant has both eligible cash operating expenses and eligible cash operating income of **no less than $50,000**. See definition of cash operating expenses/income in the Eligible Budget Requirement section on page 4 of the grant guidelines.

Non-allowable cash operating expenses include, but are not limited to:

• Investment fees

• Interest expenses

• Re-granting

• Capital improvements/other related costs

• Depreciation

• Loan principal payments

• In-kind donations

• Bad debt

Non-allowable as cash operating income include, but are not limited to:

• Unrealized gains or losses

• Investment revenues (interest and dividends)

• In-kind donations

• Revenue raised for capital

• Funds intended for re-granting

**This list is not exhaustive. There may be additional non-allowable expenses/income. Grants program staff will review all financial data and may contact applicants for additional information.**

**Upload budget worksheet**

**7. \*Program Eligibility**

Applicant offers **no less than 51%** of its programs and services in Montgomery County and these programs and services are open to the public, with or without an admission fee.

**\*Program Activities Inside of Montgomery County**

Program Description FY19 # of Activities FY19 # of Audience members/participants

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**\*First Name:**

**\*Last Name:**

**\*Title:**

**\*Date:**

# \*Signature

By submitting this Letter of Intent, I certify that I am an authorized officer for this organization and that to the best of my knowledge the information contained in this Letter of Intent is accurate. Click and drag mouse to sign.