

# FY22 *General Operating Support I Grants* (GOS I Grants) Letter of Intent (LOI) Template

**This template is for your reference only. All Letters of Intent (LOI) must be submitted online through SurveyMonkey Apply (SM Apply). AHCMC cannot accept anything by mail or email.**

**\*Please note that there may be formatting differences on the SM Apply grants portal, however the content of the questions will remain as seen on this template. \***

**All required questions are marked with an asterisk (\*). All text responses have a character count that includes spaces.**

Submit the Letter of Intent (LOI) no later than **Friday, February 12, 2021 at 11:59 p.m.**

## **READ BEFORE PREPARING THE LETTER OF INTENT:**

All GOS I applicants must submit a Letter of Intent to be eligible to apply for an FY22 GOS I Grant. **First-time applicants are highly encouraged to contact AHCMC grants staff.** If your organization's Letter of Intent is approved, you will receive an email notification inviting your organization to fill out the full 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 Legal Name (name provided to the IRS):**

**DBA (doing business as), if different:**

**\*Organization Address:**

**\*Organization City:**

**\*Organization State:**

**\*Organization ZIP Code:**

**\*Organization EIN:**

**Website:**

**\*Contact Name:**

**\*Contact Title (i.e., Development Director):**

**\*Contact Phone Number:**

**\*Contact Email:**

**\*Name of paid Executive Director, CEO, Managing Director, or comparable position:**

**\*Title:**

**\*Phone Number:**

**\*Email:**

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

**\*What fiscal year is your organization currently in?**

**\*Select your organization's primary discipline. ([Click here to access descriptions of the disciplines on the AHCMC website.](#))**

- |  |  |   |
|--|--|---|
| <input type="radio"/> Dance                      | <input type="radio"/> Music                      | <input type="radio"/> Visual Arts             |
| <input type="radio"/> Folk & Traditional Arts    | <input type="radio"/> Philosophy, Ethics, and/or | <input type="radio"/> Design                  |
| <input type="radio"/> History or Social Sciences | <input type="radio"/> Comparative Religion       | <input type="radio"/> Presenting and/or       |
| <input type="radio"/> Languages, Linguistics,    | <input type="radio"/> Storytelling               | <input type="radio"/> Multidisciplinary       |
| <input type="radio"/> and/or Literary Arts       | <input type="radio"/> Theatre                    | <input type="radio"/> Other (please specify): |
| <input type="radio"/> Media                      | <input type="radio"/> Writing                    |   |

**\*Grant Request:**

(Must be at least \$10,000 and no more than \$50,000. **Note: requests may not exceed 35% of the applicant's most recently completed fiscal year's cash operating expenses and income, or \$50,000, whichever is lower. Requests for over \$25,000 require an FY20 audit or financial review.**)

## Eligibility Questions

*The following must apply for the last three completed fiscal years immediately prior to the letter of intent deadline.*

- 1. \*Provide your organization's arts and/or humanities mission as approved by the Board. (1,000 characters maximum with spaces)**
- 2. \*Does your organization have its primary office in Montgomery County, MD?**
  - Yes
  - No
- 3. \*Has your organization had allowable annual cash operating revenue and expenses of at least \$50,000?**
  - Yes
  - No
- 4. \*Can your organization demonstrate 501(c)(3) status by one of the options below?**
  - My organization has 501(c)(3) tax-exempt status from the IRS, as evidenced by the IRS Letter of Determination.
  - My organization operates as a specific, arts and/or humanities entity or division within a 501(c)(3) organization whose primary mission is not arts and/or humanities-based.
  - My organization cannot demonstrate 501(c)(3) status.

5. **\*Is your organization governed by an independent, legally liable board of directors?**
- Yes
  - No
6. **\*Do at least 40% of your organization’s board members reside and/or work in Montgomery County, MD?**
- Yes
  - No
- i. **\*Total Number of Board Members:**
  - ii. **\*Number of Board Members who work and/or reside in Montgomery County, MD:**
7. **\*Does your organization have at least one paid employee (not contracted staff) working a minimum of 5 hours a week (or 20 hours a week for requests over \$25,000) to support the organization’s board, comply with the grant requirements, and maintain ongoing programming?**
- Yes
  - No
- i. **\*Name of Employee:**
  - ii. **\*Title of Employee:**
  - iii. **\*Date of Hire:**
  - iv. **\*Number of scheduled work hours per week:**
8. **\*Does your organization offer at least 51% of its programs and services in Montgomery County, MD as demonstrated by previous, current, and projected activities?** Activities may be open to the public, with or without an admission fee, in person or virtually. If in person, activities should follow current COVID-19 guidelines for in-person events as required by the Montgomery County Health Department. ([Click here for additional information.](#))
- Yes
  - No

Description of Activities in Montgomery County, MD	FY20 # of Activities	FY20 # of audience members/participants
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<b>Total</b>	Will auto-calculate	Will auto-calculate

Description of Activities outside of Montgomery County, MD	FY20 # of Activities	FY20 # of audience members/participants
1.		

2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<b>Total</b>	Will auto-calculate	Will auto-calculate

- Please provide an explanation below if your organization was unable to provide in-person /virtual programming, or in-person/virtual programming was significantly reduced due to the pandemic. (1,500 characters maximum with spaces)

**9. \*Can your organization meet the June 1, 2021 deadline to submit the FY20 990?**

- Yes
- No

**10. \*Can your organization meet the June 1, 2021 deadline to submit the FY20 audit or financial review, if applicable?**

- Yes
- No
- Not Applicable

## AHCMC Budget Worksheet

Will be a fillable chart in SM Apply. [Download a template of the Budget Worksheet under the “Application” tab on the AHCMC website by clicking here.](#)

An eligible applicant has had allowable annual cash operating revenue and expenses of no less than \$50,000 for the last three completed fiscal years.

Non-allowable cash operating revenue includes, but is not limited to:

- Unrealized gains or losses
- Investment revenues (interest and dividends)
- In-kind donations
- Revenue raised for capital
- Funds intended for re-granting

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

- Investment Fees
- Interest Expenses
- Re-granting<sup>1</sup>
- Capital improvements expenses<sup>2</sup>
- Depreciation
- Loan principal payments
- In-kind donations
- Bad debt

<sup>1</sup> For the purpose of this grant, scholarships, awards, and tuition assistance are considered forms of re-granting.

<sup>2</sup> For the purpose of this grant, costs related to improving or expanding the organization’s physical structure must be counted as capital improvement expenses, not as operating expenses.

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

## Uploads

**All uploaded documents must be submitted as PDFs. Contact AHCMC grants staff for assistance in converting documents to PDFs.**

**\*IRS Letter of Determination**

**\*List of Board of Directors with residency and/or work address (city and ZIP Code accepted); highlight members who reside and/or work in Montgomery County, MD.**