



Letter of Interest Checklist

The Board of Visitors accepts one request per calendar year.
LOI must be no longer than 2 pages and a minimum font size of 10.

Submission Instructions: Please complete LOI Checklist, click SUBMIT at the bottom of the page, attach your LOI to the email and click Send. **LOIs must be received by April 30th.**

Organization:	
Name of Project:	
Grant Amount:	Date:
Contact Name:	Title:
Phone:	Email:
Mailing Address:	

Category A

BOV may fund 1-year grant request up to \$300,000

Must have a minimum annual budget of \$1 million

Have 501(c)3 status
Organization serves populations in the greater Phoenix community
If selected to submit a full proposal, you are required to submit 2 years of independently reviewed or audited financials

Letter of Interest Includes:

Summary of organization's mission and history
Statement of the specific project that the grant will support
A statement of how results will be evaluated
Project budget and the organization's total operating budget for the year
Description of how the project meets the Mission and Evaluation Criteria of The Board of Visitors

Category B

BOV may fund 1-year grant request for \$5,000 - \$100,000

No annual budget requirement

Have 501(c)3 status
Organization serves populations in the greater Phoenix community
If selected to submit a full proposal, you are required to submit 2 years of independently reviewed or audited financials

Letter of Interest Includes:

Summary of organization's mission and history
Statement of the specific project that the grant will support
A statement of how results will be evaluated
Project budget and the organization's total operating budget for the year
Description of how the project meets the Mission and Evaluation Criteria of The Board of Visitors

Category C

BOV may fund 2-years for the net proceeds of the Care Card program

Must have a minimum annual budget of \$1 million

Have 501(c)3 status

Organization serves populations in the greater Phoenix community

If selected to submit a full proposal, you are required to submit 2 years of independently reviewed or audited financials

Letter of Interest Includes:

Summary of organization's mission and history

Statement of the specific project that the grant will support

A statement of how results will be evaluated

Project budget and the organization's total operating budget for the year

Description of how the project meets the Mission and Evaluation Criteria of The Board of Visitors

Description of your sales and marketing capacity and an estimate of the number of cards your organization can sell

Category D

BOV may fund 1-year grant request for up to \$5,000 to a start-up or an emerging 501(c)3

No annual budget requirement

Have 501(c)3 status

Organization serves populations in the greater Phoenix community

If selected to submit a full proposal, you are required to submit IRS form 990 for past 1-2 years

Letter of Interest Includes:

Summary of organization's mission and history

Statement of the specific project that the grant will support

A statement of how results will be evaluated

Project budget and the organization's total operating budget for the year

Description of how the project meets the Mission and Evaluation Criteria of The Board of Visitors