

**West Hartford  
Greater Together Community Fund  
Advisory Committee**

**Open Call for Letters of Intent  
for Grants or Projects Benefiting the West Hartford Community**

**BACKGROUND**

In 2019, the [Hartford Foundation for Public Giving](#) established \$100,000 community funds for each of the 29 towns in the Foundation's region, which includes the town of West Hartford. The purpose of the Greater Together Community Funds program is to:

- support the community in taking ownership around the needs in their towns
- encourage broad and inclusive civic engagement and
- anchor the Hartford Foundation in each town.

In 2020, West Hartford's Community Fund Advisory Committee was selected. (List of members can be seen [here](#).) This is the first call for Letters of Intent for West Hartford.

**PURPOSE OF THE CALL**

We are inviting Letters of Intent (LOI) for funding available to programs and initiatives that will improve or enhance the quality of life in West Hartford or otherwise contribute to address a direct need in our community.

Funding may be used for, but not limited to, efforts to improve access to current programs (especially for underserved populations), innovative new initiatives or enhancements of current programs. Funding may be used for solving basic human needs (food or shelter), health, human services, disability or mental health services, senior services, education, arts and recreation/land conservation. Funding is reserved for projects/programs that serve and benefit residents of West Hartford, CT.

Partnerships, collaborative efforts, and inventive ideas to create change are encouraged.

**CRITERIA FOR ELIGIBILITY**

- Any nonprofit registered as a 501(c)(3) organization that serves the residents of West Hartford is eligible to submit a letter of intent.
- Groups of town residents may prepare an application in partnership with a registered 501(c)(3) nonprofit that has agreed to serve as the Fiscal Agent for the proposed project. The Town of West Hartford may also serve as a Fiscal Agent.
- Nonprofits do not need to be headquartered or based in West Hartford but must serve the needs of West Hartford residents.
- Individuals, private foundations and for-profit businesses are not eligible to apply.
- The West Hartford Greater Together Community Fund may not be used to fund programs of sectarian or religious purposes or for a scholarship program.
- Letters of Intent must describe the opportunity for all town residents to benefit without discrimination based on race, religion, or any other protected class.

**GRANT AMOUNTS**

The size of each grant amount will be based on the scope and focus of project proposals. The minimum grant amount for any proposal will be \$250 and the maximum grant will not exceed \$7,500. Grantees may be awarded less than the amount they have requested. The West Hartford Advisory Committee will be awarding up to a total of \$25,000 in this grant cycle.



**About the Hartford Foundation for Public Giving**

The Hartford Foundation for Public Giving is the community foundation for Hartford and 28 surrounding communities. Made possible by the gifts of generous individuals, families and organizations, the Foundation has awarded grants of more than \$795 million since its founding in 1925.

The West Hartford Greater Together Community Fund is pleased to announce an *Open Call for Letters of Intent* for projects directly benefiting the residents of West Hartford for year 2021.

**WHAT TO INCLUDE**

Letter of Intent must include: (Not more than two pages of text, 11 point font)

- Name and address of organization and, if applicable, Fiscal Agent
- Employer Identification Number (EIN) - for 501(c)(3)
- Website of organization or link to social media pages
- Contact person, including Name, Title, Address, Phone and Email
- Name(s) of partner organization(s) if this is a group proposal
- Project or program name
- Amount requested
- Brief description of project/program to be funded (No more than 250 words)
- Identify if this a new project/program or continuation of an existing project/program
- Describe the expected benefit, both who will benefit (target population) and for how long
- List of funds requested from other sources (if applicable) for this project/program

**KEY DATES**

- February 26, 2021:** Letters of Intent due
- March 15, 2021:** Letters of Intent applicants notification as to whether or not they are invited to submit full proposal
- April 30, 2021:** Invitees must submit full proposals
- June 1, 2021:** Proposals will be selected and awarded grants

All grants are awarded at the sole discretion of the West Hartford Greater Together Advisory Committee.

**HOW TO SUBMIT**

Email completed Letters of Intent in a PDF document to: [WestHartfordCommunityFund@gmail.com](mailto:WestHartfordCommunityFund@gmail.com)  
The **deadline for submission** of Letters of Intent is **February 26, 2021 at 5pm.**

**QUESTIONS**

For Questions about the Open Call for Letters of Intent, email The West Hartford Community Fund Advisory Committee at: [WestHartfordCommunityFund@gmail.com](mailto:WestHartfordCommunityFund@gmail.com)