

# The Skillman

## FOUNDATION

A voice for Detroit children since 1960

Save Time. Apply Online. Visit the Grants Section at [www.skillman.org](http://www.skillman.org)

## LETTER OF INTENT

### Beginning the application process

For more information about the Foundation's Program Areas of Interest, please refer to the Foundation's website at [www.skillman.org](http://www.skillman.org).

**For your organization to be considered for a grant, you should be able to answer "yes" to all of the following statements.**

- Y    N   My organization is tax-exempt under Section 501 (c)(3) of the Internal Revenue Code, or is a government or public sector entity.
- Y    N   My organization is not a private foundation as defined in Section 509(a) of the Internal Revenue Code.
- Y    N   My organization had total revenues of at least \$100,000 for the preceding year.
- Y    N   My organization can provide a copy of a current financial audit conducted by an independent certified public accountant.
- Y    N   My organization serves children and families in Wayne, Oakland and Macomb counties, with a focus on the following neighborhoods in the City of Detroit: Brightmoor, Central/Northend, Chadsey/Condon, Cody Rouge, Osborn and Vernor.
- Y    N   In policy and practice, my organization offers opportunity and service to all, regardless of age, race, creed, gender, religion, disability, sexual orientation and ethnicity.

If you have answered "yes" to all of the above, then you may be considered for a grant.

**The next set of screening statements is designed to determine if there is a potential match between your proposed program and the Foundation's grantmaking goals.**

- Y    N   The program is aligned with the Foundation's Good Schools, Good Neighborhoods and Good Opportunities strategies.
- Y    N   The proposed program has a component for evaluating its effectiveness.
- Y    N   The organization intends to continue the program after the period of the grant.
- Y    N   The grant you are seeking is for \$10,000 or more.

**If you answered "yes" to all of the above, your proposed program has the elements that are important to the Foundation.**

— continued

## WE WANT TO HEAR FROM YOU

After going through the screening statements on the cover page, if you see a fit between your organization and its program and the Foundation's goals, we encourage you to develop a "Letter of Intent."

### HOW TO SUBMIT A "LETTER OF INTENT" TO THE FOUNDATION

1. Complete the "Letter of Intent Cover Sheet," found at right. You can copy the form, but be sure that the form you submit has original signatures.
2. Attach a brief description of the purpose, objectives and general methodology of your project to the cover sheet (no more than 3 pages).

If you need to discuss what should be covered in the description, call 313-393-1185 and speak to the program officer on duty.

3. Complete the "Grant Budget Form" which is included in this packet. Estimated project costs and revenues are sufficient. Be sure to include amounts requested from other funding sources to which this request has been submitted.
4. With the cover letter and the program description you must include the following background materials in your package:
  - ▶ Copy of tax-exemption letter from the IRS.
  - ▶ A recent audited financial statement.
  - ▶ A recent annual report or brochure describing the organization.
  - ▶ A current strategic plan, if you have one.

Your "Letter of Intent" enables the Foundation's program staff to determine the potential match of your proposed project with the Foundation's mission for the children of metro Detroit. During the review process, members of the program staff may request conversation or a site visit as they prepare a recommendation to present to the program staff and the president. If staff agree that the project described in your "Letter of Intent" appears to further the Foundation's grantmaking goals, you will be invited to submit an application for a grant.

A member of the Foundation's program staff will help you work through the competitive application process. All grant applications are reviewed and approved by the Board of Trustees.

Send your "Letter of Intent" package to: Program Office, The Skillman Foundation, 100 Talon Centre Drive, Suite 100, Detroit, Michigan 48207.

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# LETTER OF INTENT COVER SHEET

Detach or scan and complete this portion and mail it along with other required material to:  
Program Office, The Skillman Foundation, 100 Talon Centre, Suite 100, Detroit, Michigan 48207.

Date of Application: \_\_\_\_\_

Legal Name of Organization Applying: \_\_\_\_\_

(should be the same name as on the IRS Letter and IRS Form 990)

Year Founded: \_\_\_\_\_ Current Operating Budget: \$ \_\_\_\_\_

Executive Director/President: \_\_\_\_\_

Contact Person/Title (if different from executive director): \_\_\_\_\_

Street Address (principal operating office): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Website: \_\_\_\_\_

Program Name (if any): \_\_\_\_\_

Purpose of Grant (one sentence): \_\_\_\_\_

Is this a new or existing program?

New Program

Existing Program

Dates of the Project: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Amount Per Year: \$ \_\_\_\_\_ Number of Years: \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Amount Leveraged by Other Sources: \_\_\_\_\_

Applicant's Contributions (include in-kind): \_\_\_\_\_

Geographic Area Served:

Brightmoor

Chadsey/Condon

Osborn

Citywide

Central/Northend

Cody Rouge

Vernor

Other

Signature, Chairperson, Board of Directors

Date

Print Name and Title: \_\_\_\_\_

Signature, Executive Director/President

Date

Print Name and Title: \_\_\_\_\_

# GRANT BUDGET FORMAT—PROGAM GRANTS

Please use this required budget form with the provided budget categories for submission with the Letter of Intent.

Organizational fiscal year \_\_\_\_\_

Time period this budget covers \_\_\_\_\_

**EXPENSES:** Include the total amount for each of the budget categories in the order below. Include costs that are directly related to the program and indirect costs that are shared by all programs of your organization, such as the cost of the audit, copier, lease and liability insurance. The Foundation pays for indirect costs reasonably attributed and itemized, but not as a percentage of direct costs.

	Total for Program	Amount Requested from Skillman
Salaries (if less than full time, prorate or specify number of FTE; list employees by category)	_____	_____
Payroll Taxes	_____	_____
Fringe Benefits	_____	_____
Total Personnel	_____	_____
Transfer of funds to Partner Organizations	_____	_____
Evaluation	_____	_____
Communication & Marketing	_____	_____
Professional Services (legal, accounting, etc.)	_____	_____
Insurance	_____	_____
Consultants & Contracting Services (other than evaluation and communication)	_____	_____
Travel	_____	_____
Equipment	_____	_____
Supplies	_____	_____
Printing & Copying	_____	_____
Telephone & Fax	_____	_____
Postage & Delivery	_____	_____
Rent	_____	_____
Utilities	_____	_____
Maintenance	_____	_____
Indirect Costs (Itemize if not included in above expenses)	_____	_____
Other (specify)	_____	_____
<b>Total Expenses</b>	_____	_____

**REVENUE:** Include the total amount for each of the following budget categories, in this order, for the project. Please indicate which sources of revenue are committed and which are pending.

	Committed	Pending
<b>1. Grants/Contracts Contributions</b>		
Skillman Request	_____	_____
Local Government	_____	_____
State Government	_____	_____
Federal Government	_____	_____
Foundations (itemize)	_____	_____
Corporations (itemize)	_____	_____
Individuals	_____	_____
Associations	_____	_____
Other (specify)	_____	_____
<b>2. Earned Income</b>		
Admissions/Ticket Sales	_____	_____
Fees	_____	_____
Publications & Products	_____	_____
Unrelated Business Income	_____	_____
<b>3. Membership Income</b>	_____	_____
<b>4. Endowment or Quasi-Endowment Income</b>	_____	_____
<b>5. Other (specify)</b>	_____	_____
<b>6. Total Revenue</b>	_____	_____
<b>7. Other Resources</b>	_____	_____
In-Kind	_____	_____
Volunteer Services	_____	_____
<b>Total Revenue &amp; Resources</b>	_____	_____