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Cis Maisel Kellman



December, 2007

Dear Grant Seeker:

The Jewish Women's Foundation of Metropolitan Detroit (JWF) is a grant making and educational organization dedicated to expanding opportunities for Jewish women and girls. The Foundation empowers women as philanthropists, decision-makers and leaders.

The JWF is now initiating its 2008 grant cycle. We invite your organization to review our 2008 Grant Guidelines carefully, and to submit a Letter of Intent by 12:00 pm (noon) on Tuesday, February 12, 2008, for any program/project to be conducted in the State of Michigan that is designed to meet our goal of improving the lives of Jewish women, girls and families.

The **Letter of Intent**, which may not exceed three pages, must include the information requested below. Please present your responses in the order they are requested and please identify each response by the number indicated.

1. A description of your organization's mission and purpose
2. A description of the program/project, a statement of need, the target population, your implementation plan and an approximate timetable
3. A description of the program/project budget and an explanation of how the requested funds will be used (e.g. materials, consultants, staff time, new staff, marketing, etc.)
4. A list of any collaborating or partner organizations, indicating their roles in and financial contributions to the program/project

Your Letter of Intent must also include a completed **Letter of Intent Cover Page**, on which the signatures of your organization's (or your fiscal agent's) Chief Professional Employee/Executive Director and Chief Lay Leader/Board President are to appear. A copy of the cover page is enclosed with this letter, and is available online at www.jewishdetroit.org/jwf. The Letter of Intent Cover Page is in addition to the Letter of Intent three-page limit.

The JWF will review all Letters of Intent by mid-March, after which your organization will receive either an invitation to complete a final grant application and a request for a site visit/interview, or a rejection letter. Please refer to the Grants Process Timeline as stated in our Grant Guidelines for further details. These are enclosed and are also available online. **Please note that the final grant application instructions for grant requests up to \$5,000 are different than those for grants in excess of \$5,000.**

We will be happy to answer your questions, and we encourage you to call or email Helen Katz at (248) 203-1483, katz@jfmfd.org for additional information.

Yours truly,

Lisa Lis
Chairperson

Helen Katz
Director

Patricia Kelter
Nina Kent
Judy Kepes
Reva Kogan-Grace
Ellen Labes
Gail Langer
Gail Lansky
Gloria Leader
Lexa Leatherdale
Terran Leemis
Randie B. Levin
Rochelle Lieberman
Vivian Lieberman
Lisa Lis
Beverly Liss
Judith Liss
Deena Lockman
Donna Maddin
Roberta S. Madorsky
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Naomi Margolick
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Judy Marx
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Ilene Nemer
Patti Nemer
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Myrna L. Partrich
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Nanci Rands
Eunice Ring
Charlotte Rosenbaum
Robin Rosenbaum
Pamela Rosenblum
Dulcie Rosenfeld
Marta Rosenthal
Constance Ross
Harriet Rotter
Lynn Satovsky Rubin
Julie Weisberg Schlafer
Lorraine Schubiner
Sandra R. Schwartz
Sandy Schwartz
Lois Shaevsky
Harriet Shapack
Andrea Sherr
Lisa Shiffman
Lois Shiffman
Marilyn Silver
Jennifer Silverman
Lila Silverman
Wendy Silverman
Marjorie Hecht Simon
Debra Singer
Zenia Singer
Diane Siriani
Sydelle B. Sonkin
Amanda Spector
Janice Steinhardt
*Eunice Stone
Alicia Tisdale
Carolyn Tisdale
Dr. Roberta Toll
Hon. Deborah Tyner
Suzanne Tyner
Diane Voight
Shirley S. Weiner
Barbara Weintraub
Marilynn Weiss
Hon. Helene N. White
Rissa Winkelman
Andrea Wolfe

*Of Blessed Memory



2008 LETTER OF INTENT COVER PAGE
You may scan, reproduce, photocopy or download
this form from www.jewishdetroit.org/jwf

Organization Name: _____

Does the organization have tax-exempt status under IRS code section 501(c)(3)?: Yes No
(Please attach your IRS 501(c)(3) designation letter, or that of your fiscal agent, if you are not a
Constituent Agency of the Jewish Federation of Metropolitan Detroit. A legal opinion letter is not
sufficient.)

Program/Project Name: _____

Is this a new or existing program/project? _____

Contact Person: _____ Title: _____

Phone: _____ email address: _____

Organization Address: _____

Organization Founding Year: _____

Percent of women on organization's Board of Directors: _____%

Percent of women on organization's staff: _____% on the program/project staff: _____%

Total program/project budget: \$_____

Amount requested from JWF: \$_____

Past JWF grants requested or received, year/amount: _____

Please list on a separate page if necessary or check here if not applicable:

Total organizational annual budget: \$_____

Chief Professional Employee / Executive Director: _____
Print or Type Name and Title

Signature: _____ Date: _____

Chief Lay Leader / Board President: _____
Print or Type Name

Signature: _____ Date: _____

Brief, one paragraph description of the program/project for which you are seeking JWF funding: