

COVID-19 RELIEF LETTER OF INTENT FORM

Due to the adverse effects of COVID-19, the Boards of Dr. Phillips Charities has committed grant funding totaling up to \$1,000,000 to provide general operating support for nonprofit organizations that focus on serving the needs of Central Floridians, have been innovative in delivery of services during the pandemic, and/or for nonprofit organization's that suffer from operational impacts caused by the pandemic, such as:

- Disruption of services to a nonprofit's clients or community;
- Challenges related to staff and volunteers needing to work remotely;
- Increased demand for services or support from clients and communities;
- Disruption of supplies or services from partners; and/or
- Challenges related to fundraising (events, donations, reduced revenues).

Organization Name: _____

Tax Identification Number: _____

Street address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Website:** _____

CEO/Executive Director's Name, Title & Email Address: _____

CFO's Name & Email Address (if other than CEO): _____

Contact Person's Name, Title & Email Address (if other than CEO): _____

Previously Received Grant Funding from Dr. Phillips Charities?

☐ Yes; most recent grant received: MM/DD/YYYY

☐ No

Geographical Area of Impact: ☐ Orange County ☐ Osceola County

Funding Priorities Impacted: ☐ Children & Youth Services ☐ Healthcare ☐ Arts & Culture
☐ Education ☐ Social Services ☐ Free Enterprise System & Entrepreneurship
☐ Private Property Rights

Amount Requested: \$ _____

Number of Paid Employees Prior to COVID-19 Shut Down:

Full Time, salaried: _____ Full Time, hourly: _____ Part-Time, salaried: _____ Part-time, hourly: _____

Current Number of Paid Employees:

Full Time, salaried: _____ Full Time, hourly: _____ Part-Time, salaried: _____ Part-time, hourly: _____

Due to pandemic, number of Paid Employees Furloughed: _____ Laid Off: _____ Terminated: _____

Amount of Payroll before COVID-19: _____

Amount of Continued Payroll: _____

Cancelled services because of stay at home order or other government order: ☐ Yes ☐ No

Cancelled or rescheduled fundraising event because of stay at home order: ☐ Yes ☐ No

If rescheduled, proposed future event date: _____

Hosted an online fundraising event because of stay at home order: ☐ Yes ☐ No

If yes, Amount typically raised "in person"? _____ Amount raised online: _____

Change in net assets caused by pandemic: \$ _____

By signing below, we understand that all Letters of Intent must be reviewed and approved by the organization's Board of Directors **before** an invitation to submit a grant proposal will be considered by Dr. Phillips Charities.

Signature & Title of Board Chair or Vice Chair
(Not a paid staff member)

Date

Signature & Title of CEO/Executive Director

Date

To ensure the organization's Letter of Intent is considered, the following information **must** be attached:

_____ 1. A Description of organization's mission, its work and the population served. Include in this description:

- The amount of increase in need for organization's services due to the pandemic;
- Attempts made to meet those needs;
- Additional costs incurred due to increased demand; and
- Collaborations undertaken to meet need.

_____ 2. A description of federal or state funding related to COVID-19 applied for, and:

- Status of application;
- Amount awarded;
- Restrictions on use of funding or terms for forgiveness/repayment of funding; and
- Extent funding alleviated financial constraints.

_____ 3. A description of changes in how:

- Services are provided;
- Funds are raised (include any fundraising events that were cancelled or moved online; if online, funds raised typically and funds actually raised online); and
- Alternate revenue streams used or attempted.

_____ 4. A copy of the organization's most recent IRS 501(c)(3) Determination Letter. (This is **not** the sales tax exemption letter issued by the Florida Department of Revenue.) **Please note:** Dr. Phillips Charities does **not** consider grant proposals from IRC Section 509(a)(3) organizations or from private foundations.