

T H E H O R I Z O N F O U N D A T I O N
COMMUNITY HEALTH ISSUES FUNDING PROGRAM

June 4, 2008

Dear Colleague:

The Horizon Foundation seeks Letters of Intent for our *Community Health Issues Program*. This grant program responds to needs in the Howard County community. Community health and wellness has many dimensions. Through CHIP funding, we seek your help in addressing them.

In order to permit maximum flexibility, the guidelines for this program are deliberately broad. Projects should be planned for a specific timeframe (e.g., one year, eighteen months, etc.). The Horizon Foundation does not typically fund general operating support through this program and will not consider requests that supplant other funding sources.

We are interested in focused proposals in any of the following areas:

1. Projects aimed at improving community health and wellness in Howard County;
2. Projects designed to plan or test improved service delivery approaches;
3. Projects or activities intended to improve the sustainability of community based activities;
4. Programs to enhance the wellness or health of specific populations.

NEW PROCESS FOR SEEKING FUNDING UNDER THIS PROGRAM:

An applicant's initial approach to the Foundation for a Community Health Issues Program grant must be through a Letter of Intent with an attached Cover Sheet. If the organization's Letter of Intent is accepted, a full proposal will be invited. The Foundation will not consider unsolicited proposals.

One original and three copies of the Cover Sheet and Letter of Intent should be sent to the Foundation, along with the attachments specified below.

Cover Sheet

Include the name, address, phone, FAX and email of your organization; the name of the project/program for which you are seeking funds (not to exceed 75 characters in length); the principal contact person; the anticipated amount to be requested from The Horizon Foundation; and the time frame for the grant.

Letter of Intent

A Letter of Intent up to two pages long (8.5" x 11" paper, single space, font size – 12) should be written to the Foundation providing the following information:

- Organizational description, its mission and community served
- Clear statement of problem or issue to be addressed
- Description of major objectives and anticipated outcomes
- Organizational capacity to carry out the project
- Key staff and/or consultants to be used on project and qualifications
- Estimate of total cost, explanation of principal expenses and anticipated amount to be requested from The Horizon Foundation, and other sources of funds, as applicable
- How the project will be sustained after Horizon Foundation funding.

Attachments

The only attachments to be submitted are the organization's current operating budget, showing expenses and income sources and its non-profit determination letter from the Internal Revenue Service. Support letters and other attachments should not to be sent with the Letter of Intent.

Schedule

Letter of Intent Submission: Received at The Horizon Foundation Office, 10480 Little Patuxent Parkway, Suite 900, Columbia, Maryland 21044 by **4:30 PM, Wednesday, July 9, 2008**

Invited Proposals Due: Received at The Horizon Foundation Office by **4:30 PM, Wednesday, September 10, 2008**

Awards Made: **December, 2008**

Should you have questions about the Community Health Issues Program, please contact the Foundation office (410-715-0311).

Sincerely,

Richard M. Krieg
President & CEO