

**THE JUNIOR LEAGUE OF HOUSTON, INC.**  
**2020 – 2021 COMMUNITY ASSISTANCE GRANT**  
**APPLICATION**

**LETTER OF INTENT REQUIREMENTS**

**Please address the following items in your one to two-page Letter of Intent:**

- Legal business name
- Primary contact person, title and contact details
- Name and location of the project with a brief description of impact
- Amount requested for the Community Assistance Grant and how funds will be used
- How the proposed project satisfies one or more of the following criteria:
  - Addresses a basic or critical need
  - Funds a pilot program
  - Expands a significant service to the community
- How the proposed project address one or more of the following focus areas:
  - Children’s Education
  - Abuse/Neglect of Children
  - Mentoring Young Girls/Women

Please attach the following documents to the Letter of Intent:

- Confirmation of 501(c)(3) status by inclusion of IRS Form 990
- Audited financial statements from the most recent fiscal year