



## LOI, 2023, Grant Cycle 1 (Spring)

### LOI Form

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#### Instructions

The information gathered in this section of the form will determine whether or not you are eligible to submit an LOI. If after answering all of the questions you do not see the "LOI information" section appear, you are not eligible to submit an LOI at this time. If you have questions about this, please contact Deborah Mueller, 713-529-7612, [dmueller@jthershey.org](mailto:dmueller@jthershey.org).

**Your work will be saved as a draft until submitted via the Submit button at the bottom of this form.**

The Foundation carries out two regular grantmaking cycles per year: the Spring cycle (Grant Cycle 1) and the Fall cycle (Grant Cycle 2).

This LOI is for 2023 Grant Cycle 1 (Spring) and will be considered by the Foundation Board for an invitation to apply in mid-February, 2023.

Generally, we only give one grant to an organization in a year - if a grant was given to your organization in the cycle prior to this (2022, Cycle 2 - Fall), or a multi-year grant was given in any of the three cycles prior to this (2021, Cycle 2 - Fall, or either cycle in 2022), you will need an invitation to submit an LOI. Additionally, we only consider a proposal once per year - if your organization was denied last grant cycle for the work you want to propose now, you must wait until next cycle to resubmit, unless you have been invited to reapply.

You should be able to see all of the requests submitted by your organization, the cycle in which each was submitted (in the column title "Process"), and if granted, the Type of grant, via your dashboard:

1. Click "Organization History" in the upper navigation bar at the top of the page (to the right of the Foundation logo)
2. Click the Request History tab on the Organization Summary page.

If you know your organization has applied before, but you don't see any requests displayed there, please contact Deborah Mueller, [dmueller@jthershey.org](mailto:dmueller@jthershey.org), 713-529-7612.

## Eligibility information

### Prior grant cycle status\*

Mark the one that is true for your organization. To view your organization's proposal/grant history with the Jacob and Terese Hershey Foundation (JTHF), see the instructions in [blue](#) above.

My organization:

#### Choices

- Submitted a proposal for 2022, Cycle 2 (Fall) for the same work this LOI will propose
- Received a grant from JTHF for 2022, Cycle 2 (Fall)
- Received a multi-year/2-yr grant from JTHF for 2022, Cycle 1 (Spring)
- Received a multi-year/2-yr grant from JTHF for 2021, Cycle 1 (Fall)
- None of the above

### Geographic area(s) served\*

The Hershey Foundation's primary area of geographic focus is Texas. We accept LOIs for work outside Texas by invitation only.

If the work you are proposing is not in any of the listed areas, but you feel it will align strongly with the Foundation's goals, please contact Elizabeth Love ([elove@jthershey.org](mailto:elove@jthershey.org)).

Please select the region(s) your proposal is intended to impact from the list below.

#### Choices

- Greater Houston, Texas
- Central Texas
- Other region(s) of Texas
- State of Texas
- Other

*(Character Limit: 250)*

If you marked the "Other" box in the previous question, please indicate the area served here.

### Focus area this proposal most serves\*

The Jacob and Terese Hershey was founded with the purpose of providing funding towards five specific focus areas, listed here. Please select the focus area that this proposal most serves (further information about our focus areas can be found on our website).

For work related to community parks and animal care facilities, the Foundation directs funding to the greater Houston and central Texas regions, and accepts LOIs for efforts outside these regions by invitation only. The Foundation does not currently fund animal rescue or relocation efforts. If you have a question about these geographies, please

contact Elizabeth Love (elove@jthershey.org).

### Choices

1. Preservation, conservation and defense of natural resources
2. Parks and open space
3. Care facilities for domestic and wild animals and birds
4. Environmental education
5. Reproductive rights and family planning

### Parks and open space

**This section will only display for parks and open space work outside of greater Houston and central Texas.**

Community park\*

Is the work you are proposing for a community park?

### Choices

- Yes
- No

### Animals

**This section will only display for work related to animal care facilities in the greater Houston and central Texas regions.**

Animal rescue or relocation?\*

Is the work you are proposing toward animal rescue or relocation?

### Choices

- Yes
- No

### Invited by

**This section will only display if the answers to the eligibility questions indicate your proposal does not meet the Foundation's current funding parameters.**

Were you invited to submit an LOI?\*

### Choices

- Yes
- No

Invited by *(Character Limit: 250)*

If you were invited to submit an LOI, please provide the name of the person at the Foundation who invited you.

**Press the *tab* key or click your mouse outside of the field after typing your answer to activate the remainder of the form.**

### LOI Information

**This section will only display if the answers to the eligibility questions indicate your work falls within the Foundation's current funding parameters.**

#### Proposal title\* *(Character Limit: 100)*

Provide a brief title that reflects the purpose of your proposal. Please consider the following convention for your title: "Toward mobilizing support for clean air policies," "Toward providing outdoor education for youth," "Toward operating support for the animal shelter," etc.

#### General inquiry\* *(Character Limit: 5000)*

In **one to three brief paragraphs**, please describe the mission and work of your organization, what you are seeking to achieve with grant funding and why you are seeking funds now. Please keep in mind that the audience may include both Foundation board and staff members. (Please note that we appreciate brevity and succinctness where possible. The character limit of 5,000 is the maximum allowable, rather than a target.)

#### Is this a fiscally sponsored proposal?\*

Fiscal sponsorship is when a person or group that doesn't have tax exempt status (the sponsored project) works with an organization that does (the fiscal sponsor) so as to receive tax exempt donations and grants for the sponsored project. If the work you are requesting funding for is not a program or project initiated by the 501(c)3 organization applying for the funding, or involves regranting, then it is likely a fiscally sponsored project. Please contact Deborah Mueller ([dmueller@jthershey.org](mailto:dmueller@jthershey.org), 713-529-7612) if you have questions or need to discuss.

#### Choices

- Yes
- No
- I'm unsure

#### Have you been in contact with any board or staff members of the Foundation?\* *(Character Limit: 250)*

If you have communicated with any members of the board or staff of the Foundation regarding this proposal, please provide their name(s) here. If not, enter "No".

#### Years of support\*

Do you anticipate requesting more than one year of support for this proposal?

Choices

- No
- Yes

**Range of amount to be requested\*** *(Character Limit: 250)*

Please provide an estimate or range of the amount you anticipate requesting. If you intend to request more than one year's funding, please indicate the annual amounts.

*Fiscal sponsorship information*

**This section will only display if you have indicated that this is a fiscally sponsored proposal.**

**Advisory group\*** *(Character Limit: 1000 | File Size Limit: 2 MB)*

If the sponsored project has an advisory committee or board, a steering committee, or other group that provides guidance, please type or upload a list of its members and their titles/relationship to the project.

**Fiscal sponsorship certification\*** *(File Size Limit: 2 MB)*

Please upload the completed JTHF Fiscal Sponsorship Certification form. You may download a blank Fiscal Sponsorship Certification form here. <https://jthershey.org/wp-content/uploads/JTHF-Fiscal-Sponsorship-Certification-Form.pdf> You may download a blank Fiscal Sponsorship Certification Form here.

**Fiscal Sponsor contact\*** *(Character Limit: 250)*

Please provide the name, title, phone number, and email address for the fiscal sponsor representative.

*Not currently eligible*

**This section will only display if the answers to the eligibility questions indicate the work does not fall within the Foundation's current funding parameters, and you have not been invited to apply.**

**You are not currently eligible to apply; please press the Abandon Request button at the bottom left of this form. Thank you for your interest.**

**If you have questions regarding eligibility, please contact Deborah Mueller, 713-529-7612, [dmueller@jthershey.org](mailto:dmueller@jthershey.org).**

## End notes

**This section will display once all questions on the form have been answered.**

### **What to expect next:**

Please be sure to whitelist [administrator@grantinterface.com](mailto:administrator@grantinterface.com); most communications related to this LOI will come from this address.

Once you press the Submit button on this form, you will receive an automated email notice from [administrator@grantinterface.com](mailto:administrator@grantinterface.com); *if you do not receive an email notice*, please contact Deborah Mueller ([dmueller@jthershey.org](mailto:dmueller@jthershey.org), 713-529-7612) to confirm that the LOI has been submitted.

If we have any questions or need further info, we'll let you know. You will hear from us by Monday, February 13, 2023, with either an invitation to apply or our regrets.

### **Technical feedback:**

Forms and processes can always be improved - if you had any difficulties with our LOI form, or found anything to be unclear, confusing, or particularly burdensome we'd really like to hear from you; please reach out directly to Deborah Mueller ([dmueller@jthershey.org](mailto:dmueller@jthershey.org), 713-529-7612). Please know that any suggestions or comments you make regarding the process will not be seen by our board (the decision makers), and so will have no bearing on whether or not you are invited to apply. Whatever feedback you might supply will be greatly appreciated. Alternatively, you can submit an anonymous, public review of your experience with the Foundation's grantmaking process at [Grant Advisor's](#) website.