

City of Charleston
Managed by United Way Central West Virginia
Opioid Abatement Funding
Letter of Intent Checklist

This checklist is intended to help guide applicants through the Letter of Intent process and support compliance with eligibility requirements. While it can be a helpful tool in preparing your submission, it does not guarantee funding or advancement to the next stage.

1. Organizational Eligibility

- Organization is a 501(c)(3) public charity
- Organization is NOT a private foundation or private institution
- Organization and/or program is located within the City of Charleston city limits
- Program/services will be delivered within the City of Charleston
- Organization is in good standing and able to fulfill grant requirements

2. Required Document (LOI Stage Only)

- IRS 501(c)(3) Determination Letter is uploaded
- Document clearly verifies tax-exempt status
- Document is complete and legible
- No additional financial documents are required at the LOI stage; however, applicants must confirm ability to provide them if invited.

3. Required Confirmation

- Organization confirms ability to submit financial documents – audit, review, or internal financials. Required documents are based on the fiscal year, federal funding, and annual contributions.
- Organization confirms ability to submit IRS Form 990 or 990-EZ if invited to apply.

4. Program Alignment & Funding Category

- Program aligns with opioid abatement priorities
- One primary funding category is selected (Prevention, Treatment, or Recovery)
- At least one approved strategy is selected (e.g., MAT, naloxone distribution, prevention programming, recovery services, etc.)

5. Program Eligibility & Location

- Program has a physical service location within the City of Charleston
- Program is prepared for a site visit if invited to full application
- Target population is clearly defined
- Program addresses a specific opioid-related issue



6. LOI Content

- Organization information is complete
- Program/service overview includes scope of work, population served, problem addressed, and activities
- Evidence-based practices are described
- Anticipated outcomes and evaluation methods are included
- Funding request amount is provided
- Purpose of funding is provided
- Other funding sources, income, and expenses are identified

7. Certification & Submission

- Application is signed by an authorized representative
- All information is true and accurate
- LOI is submitted before the deadline (late applications will not be accepted)

