



## Letter of Intent Template

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The first page of the Letter of Intent consists of a COVER PAGE including the information below:

- A. Date of LOI submission
- B. Organization name and contact information (full address, including mailing address if different, telephone number, and website)
- C. Organization's Federal tax-exempt number
- D. If not a 501(c)(3) nonprofit, provide fiscal agent's contact information and federal tax-exempt number
- E. Name, title, telephone number, and email address of CEO or executive director
- F. Name, title, telephone number, and email address of contact person for this LOI (if different)
- G. Title of the project
- H. A one-sentence description of the project
- I. Dollar amount of this funding request
- J. Total project budget
- K. Total current organizational budget
- L. Organization's fiscal year (beginning date and end date)
- M. Signature(s) of executive director and/or board chair

The Letter of Intent NARRATIVE text should answer the numbered questions on the next page and should not exceed two (2) pages.



**Before completing the LOI NARRATIVE, please review the material from the Healthy Community Grants Workshop and Exploratory Meeting to refresh your understanding of our priorities, strategy, and vision. As you complete the Letter of Intent, please refer back to the Take Action Cycle and the Community Indicators information.**

1. **PROJECT PURPOSE:** Briefly describe the project for which you are requesting support. Please note whether this is a request for a project that has previously received funding from the Foundation.
2. **ASSESS NEEDS & RESOURCES:** What is the community need and/or opportunity your organization seeks to address? How does the proposed project support this work? Who will you work with to achieve these results? What role(s) will the partners play?
3. **FOCUS ON WHAT'S IMPORTANT:** How did you determine that this need and/or opportunity was a priority for the community and your organization?
4. **CHOOSE EFFECTIVE POLICIES AND PROGRAMS:** How will or how does your organization effectively address the root causes of the community-identified need? What evidence is there that your proposed project will be effective? Why is your organization the best-positioned to accomplish these goals?
5. **ACT ON WHAT'S IMPORTANT:** Briefly describe how your organization will achieve these results. What is the timeline for these results?
6. **EVALUATE ACTIONS:** Which of the Foundation's Community Indicators will your project positively impact and how [Please list no more than three (3)]? What results will your project achieve? What evidence will prove your success?

In addition to the Letter of Intent COVER PAGE and NARRATIVE, please include the following items as attachments.

- Organization's current budget and list of current organization supporters (foundation, corporate, government, major donors) and amount of support. Please include both financial and in-kind support.
- One-page project budget and list of current project supporters (foundation, corporate, government, major donors) and amount of support. Please include both financial and in-kind support.