

Letter of Intent instructions

Instructions:

The Letter of Intent is due by 5:00 PM CT on Jan.13, 2012.

All potential applicants are required to submit a Letter of Intent. Only organizations submitting a Letter of Intent will be invited to participate in the technical help opportunities and will be permitted to submit a full application.

Your Letter of Intent must be formatted in **black type, 12-point Arial font, 1.5 line spacing, and 1" margins**. The entire Letter of Intent should be no more than **3 pages**.

In fairness to all potential applicants, letters that exceed the 3-page limit or that do not conform to the formatting instructions above will not be reviewed.

Organize your Letter of Intent in the specified order and using the instructions provided below. Start each section with the appropriate section heading **in bold type**.

Project Summary

Provide the following information in your project summary, one element per line.

1. Project Title:
2. Applicant Organization: (organization name, as registered with the IRS)
3. Organization Employer Identification Number:
4. Organization Executive Director/CEO Name:
5. Organization Mailing Address:
6. Proposal Contact Name:
7. Proposal Contact E-mail:
8. Proposal Contact Phone:

Project Description

Briefly describe your project.

Community Setting

Describe the community/population that will be targeted by the project, including the need for this project and which members of the will be targeted by this project. (Projects that target underserved or high-risk populations are particularly encouraged.)

Qualifications of Applicant Organization

Briefly describe the qualification of your organization to conduct the proposed project. In particular, describe your organization's experience with similar projects and your organization's experience working in the community.

Partner Organizations

Briefly describe partnering organizations that you have identified (letters of support are not necessary for the Letter of Intent) and the roles they will play in the project.

Matching Funds

Briefly describe the resources (estimated amount; type of resource, e.g., cash or in-kind; and source) you anticipate being able to assemble for your project (pledge agreements are not necessary for the Letter of Intent).