



[Your organization name]
[project name]
License: [business license number] | FEIN: [FEIN]
DUNS: [DUNS number] | SAM: [UEI]

Funder Name: [funder point of contact name, with title]

Funder Organization or Institution Name: [funder name]

Funder Address: [funder address]

Date:

Letter of Intent from [Your organization name] for [Project name]

We are pleased to state our intent to work with [funder name] to achieve [main shared goal that both you and the funder cares about] through [Project name]. We bring our deeply-held community relationships, facilitation experience, and outreach expertise with our partners to help support [goal]. We are requesting support in the amount of \$XX,XXX to further along our shared interest in [interest, using funder's own words]. This project achieves that by [how]. We are uniquely situated to excel because we have worked towards [purpose] since [year].

[If you're a new non-profit, you can also add that you've newly incorporated/seeking to incorp...]. We've recently been recognized in [place/publication] for our work in [area] for [two accomplishments].

[Your organization name] serves a resilient community that is facing significant barriers to [shared goal]. We know this because [related statistics/data]. The numbers tell only part of the story. We've heard from our community that [supporting story]. Now, we are taking action. We have met with community members and developed [Project name], a project that will [specific result] by creating [specific changes] for [specific community].

[Project name] has community-vetted steps that will help us reach [shared goal]. We are proud to have worked with our community to measure success every step of the way so we can make corrections as we go.

[If a partnership, describe who you're partnering with and what each partner will do to make ...]. [Project name] will start [start date] by [first thing it does]. [Key staff member's name], one of



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our [key staff title 1] who is particularly skilled at [expertise] will [thing staff will do for this project] until we [milestone]. We'll use [surveys/testimonials/photos] to help us check to see if we've met [milestone], and any changes we need to make to our program. After [milestone], we will [repeat for all milestones- what you're doing, who is doing it, and how you'll check for success]. It is important to us that we are able to show our success so that we can build local capacity for the changes our community needs. The project will end when [final milestone].

Every [quarter/month/frequency you'll check milestones], we'll use the information we've gathered to reflect on how well the project matches our initial vision, and we'll review community feedback about the program in regular meetings with staff and volunteers.

Attached to this letter are a budget and budget justification. We look forward to working with your team to [shared goal].

Budget

[Your organization name] and our collaborators together will provide a total of **NUMBER (#)** staff members as part of this project, including: one (1) [key staff title 1] and **NUMBER (2)** [key staff title 2].

The total cost of this project will not exceed \$XX,XXX, and we are respectfully requesting \$XX,XXX from [funder name]. With your generous support, we will cover [# of months] months of salaries and wages listed above. We will also purchase project supplies and materials to help us meet our project goals. We will cover the other project costs from a blend of funding sources, including \$XX,XXX in grants we have applied for, \$XX,XXX in donations we have raised/are raising from our community, and \$XX,XXX in fees for the services we provide.

{THIS PART IS OPTIONAL} Long-term sustainability is important to us.

[Who has said they'll pay] have already voiced support for paying \$#/month/family to cover ongoing costs (with a free option based on need) to make this program financially sustainable after this first round of funding.



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Budget Justification

[key staff title 1], role, X.0 months per year. This person will co-design, deploy, and evaluate community workshops that seek to [shared goal]. This person will conduct virtual teach-ins to test and refine the educational program. Up to [%] of the teach-ins will be focused on [specific community]. The rest will be hosted at libraries and community cultural hubs which will be open to [broader population]. We seek funding for the [role] efforts.

[key staff title 2], role, X.0 months per year. Evaluates the educational program using [how you'll measure changes and success]. Delivers post-workshop evaluation instruments. Tests educational materials. This person also provides quality assurance and evaluates the effectiveness of the project roll-out.

[key staff title 3], role, X.0 months per year. Coordinates community outreach and supports community teach-ins. Provide project management, quality assurance, and admin support.

[volunteer title 1], role/name, X.0 months per year. Supports the project management by [how].

Summary

Our [project name] will [goal you'll achieve] for [specific community] by [how] from [start date] to [end date]. Along the way, key staff (and volunteers?) will be looking for success and lessons learned by [how you'll measure changes]. We'll be meeting regularly [with community?] to gather feedback and recommendations.

If you have any questions or would like to learn more about the program, please reach out to [your name] at [your phone] or via email at [your email address]. We are excited about the prospect of working together.



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Required information from several funders

- ☐ Organization's mission statement.
- ☐ What is the general purpose of your organization?
- ☐ What unique role does the organization play in providing these services?
- ☐ For what purpose are you requesting funds?
- ☐ In other words, what is the problem or opportunity that is being addressed with this specific intervention?