

## Example Letter of Intent:

<b>Project Description</b>	Provide brief overview of the project goals and objectives.
<b>Amount of Request</b>	\$
<b>Primary Focus Area</b>	<ol style="list-style-type: none"> <li>1. Community Health</li> <li>2. Cultural &amp; Community Connections</li> <li>3. Economic Participation</li> <li>4. Fundamental Needs</li> <li>5. Public Education</li> </ol>
<b>Type of grant application</b>	Project Support or Capacity Building
<b>What type of capacity building approach will funds be used for?</b>	<p>Listed approaches:</p> <ul style="list-style-type: none"> <li>• Assessment (Needs/Feasibility)</li> <li>• Strategic Planning</li> <li>• Conference/Convening</li> <li>• Training (public, customised, online)</li> <li>• Coordinating Alliances &amp; Collaborative Efforts</li> <li>• Accreditation/Certification</li> <li>• Evaluation</li> </ul> <p><i>Only applicable if grant request includes a capacity building approach</i></p>
<b>Collaborative Efforts</b>	<p>Provide list of all collaborators demonstrating commitment to the collaborative effort.</p> <p>Provide details of a completed or proposed collaboration plan.</p> <p><i>Only applicable if grant request includes a collaborative effort approach.</i></p>
<b>Needs Statement</b>	<p>Describe what specific challenge(s) you are trying to solve. How will the root causes of these challenges be addressed? Briefly describe your target population.</p> <p>Provide research or data/evidence that supports the need for support to this target population. Describe how you involve the voices of those who will ultimately benefit from your work.</p>
<b>Budget Financial Requirements</b>  <i>NOTE: There are two columns to complete for the budget template when submitting an LOI request. The first column is the overall organisation budget for the whole organisation. The second column is specific to just the project budget for which you are requesting funding. The organisation budget should always be larger than the project budget.</i>	<p>If applicable, is the organisation in good standing with the Charities Commission?</p> <p>Organisations with less than \$50K annual income must provide income statement and balance sheet for current fiscal year</p> <p>Organisations with more than \$50K annual income but less than \$450K must provide full GAAP Financials (Income Statement, Balance Sheet, and Cash Flow Statement for current fiscal year).</p> <p>Organisations with an annual income over \$450K must provide the most recent audited financials and provide full GAAP financials</p>