

**LETTER OF INTENT**

Project name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Organization |  | | |
| Address,  City, State, Zip |  | | |
| Organization’s website |  | | |
| Executive Director |  | | |
| Executive Director Phone |  | Executive Director Email |  |
| Primary Contact (if different), include title |  | | |
| Contact Phone |  | Contact Email |  |
| Application date |  | | |
| Total annual operating budget of the agency |  | | |

Please review the Foundation’s guidelines and Frequently Asked Questions before proceeding. Strategic categories are listed at [www.wcf-ny.org](http://www.wcf-ny.org) under “Receive.”

Please use 12-point font, and do not exceed allotted space.

Which strategic category does your project fall under? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Grant Request | $ |
| Total Project Cost | $ |

Provide a brief and concise Statement of Purpose for the grant.

Provide a brief description of the specific need, problem, or opportunity that the proposed project is addressing. Who will benefit and how?

Describe the major activities of the project.

**Budget**

Provide a brief overview of the budget for the project.

|  |  |
| --- | --- |
| **Total project cost here:** | |
| REVENUE |  |
| Anticipated/pending revenue |  |
| Committed revenue |  |
| Request to WCF |  |
| REVENUE TOTAL |  |
| EXPENSES |  |
| Personnel costs |  |
| Other than personnel costs |  |
| Administrative costs |  |
| **EXPENSES TOTAL** |  |