

**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**.**

Describe the major activities of the project.

**Budget**

Provide an overview of the revenue for the project.

Committed: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pending: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide an overview of the expenses for project.

Personnel: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Than Personnel Services: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Costs: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_