

# GENERAL GRANT – LETTER OF INTENT

**A. Name and address of the organization applying for grant:**

Organization: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Street Address/P.O. Box: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_ Web-site: \_\_\_\_\_  
Federal Identification Number: \_\_\_\_\_

**B. Officer, employee or contact person responsible for your grant request:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Street Address/P.O. Box: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_

**C. Partnering entities:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Street Address/P.O. Box: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Street Address/P.O. Box: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_

General Grant – Letter of Intent (continued)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Street Address/P.O. Box: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Street Address/P.O. Box: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_

**D. Requested Grant Amount: \$ \_\_\_\_\_**

**E. In a separate Word document, please describe: (No more than 1,000 words)**

1. Brief review of the lead applicant's and partnering applicants' (if relevant) history, mission, services offered, and recent accomplishments.
2. Geographic area to be served.
3. Type of grant proposal — new program or enhancement of existing program.
4. Brief summary of proposed program including the target population, goals, objectives, intervention strategies and length of project. If multi-year project, provide description of activities by year.
5. Preliminary budget amount requested and intended use of funds. If multi-year project, provide annual and cumulative budget amounts.