



## Letter of Intent

Please submit your letter on intent on this model. The letter should not exceed two pages. The grants committee will review this letter of intent in making a preliminary selection.

Date of application: \_\_\_\_\_ Amount requested : \_\_\_\_\_ Total project budget : \_\_\_\_\_

Name of project: \_\_\_\_\_

Registered name of organisation : \_\_\_\_\_

Year founded: \_\_\_\_\_ Registered charity number with Revenue Canada : \_\_\_\_\_

Operating budget for the current year : \_\_\_\_\_

Number of employees: \_\_\_\_\_ Number of volunteers (including board members) : \_\_\_\_\_

Number of board meetings annually : \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Title : \_\_\_\_\_

Address : \_\_\_\_\_

City : \_\_\_\_\_ Postal code : \_\_\_\_\_

Phone : \_\_\_\_\_ Fax : \_\_\_\_\_

e-mail : \_\_\_\_\_

Web site : \_\_\_\_\_

**Mission and goals of organization:**

**Describe the public your organisation serves:**

Write a brief description of your project's primary goal, its priorities, its main activities, and the expected results.

A large empty rectangular box intended for writing a project description.

Please include budget with your letter of intent.

If the costs of the project exceed \$10,000 please indicate all other anticipated and/or confirmed sources of revenues. Total anticipated revenues must equal total projected expenses.