



# Community Foundation for San Benito County

## Letter of Intent Cover Sheet Spring 2010

Ref #:

10-

Date: \_\_\_\_\_ (must be received no later than December 30, 2009)

### ***Applicant Information***

Organization Name: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

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

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

### ***Proposed Project***

Grant Request: \$ \_\_\_\_\_ Total Project: \$ \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Project Summary Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ***Field-of-Interest*** (check box that best applies)

- Health & Human Services
- Agriculture & Environment
- Youth & Education
- Arts & Culture
- Community Enhancement
- Economic Development

For Office Use only

\_\_\_ Conforming

\_\_\_ Non-Conforming

Last Grant Date: \_\_\_\_\_

All prior Grant Conditions Fulfilled?

\_\_\_\_\_  
\_\_\_\_\_

## **Letter of Intent Narrative**

Attach a one or two page narrative discussing this proposal that includes the following information:

- Introduction to your organization.
- What is the proposed project?
- What community need or opportunity is being addressed by this proposal. Why is it important and what impact will this have on our community?
- What are the objectives of this project? What outcomes are expected and how will success be measured?