



LETTER OF INTENT TO APPLY FOR FUNDING

Create a document summarizing the project for which you are seeking funding, containing all of the following information. Maximum length is two pages and there should be no attachments.

1. Organization name, address, phone number and EIN# **
2. Grant Contact name, title and email
3. Executive Director name and email
4. Organization mission
5. Project name
6. Project start and end date
7. Project budget – include the following information:
 - Project total
 - Funds raised to date to give evidence of other funding
 - Funds requested from the Racine Community Foundation
8. Brief Project description – include the following information:
 - Summarize the project describing the purpose and issues that will be addressed
 - Indicate who will benefit and estimate their number
9. Proposed outcome – list up to three measurable outcomes for the project

Letters of intent are due via email by 4:30pm on January 31st. Email your letter as an attachment to Tracy Middlebrook at tracy.middlebrook@racinecommunityfoundation.org. Responses will be emailed to the contact person by March 1st.

**If you are representing a municipality, please provide documentation that you are authorized to apply for this grant.