



LETTER OF INTENT TO APPLY FOR FUNDING

*Letters should summarize the program or project for which funding is sought by responding to the following questions. Maximum length is two pages. Letters may be submitted at any time but are **required** prior to submission of a full application. Please review our Investment Guidelines prior to submission to ensure that your project is meets the Foundation's eligibility requirements. Generally, we will respond to your letter of intent within two weeks of receiving it.*

1. In a brief statement tell when the agency began and its primary mission and purpose.
2. In 1-2 sentences, tell us the purpose of your grant request.

For questions 3 through 5, please select and answer the ONE question fitting the category of your project:

3. Program/Project Grants:
 - a. What population and/or condition will this project improve?
 - b. How many people will achieve the desired result or to what extent will the condition change?
 - c. How will you achieve this result? (Please describe the approach or strategy and not the details of the work plan.)
4. Capacity Building Grants:
 - a. Describe the challenge or opportunity you face.
 - b. What new capacity do you want to create?
 - c. What result will be achieved for both your organization as well as those you serve as a result of enhancing this component?
5. Capital Grants:
 - a. Describe the capital request for which you seek funds. (i.e. a new facility, a renovation or addition to your current facility, purchase and/or renovation of another existing facility for use by your organization.)
 - b. What specific impact will this physical improvement have on the people you serve? (In the case of a new facility, this would mean clarity on how many persons will minimally use the building and with what result.)
6. What is the total cost to achieve this result and how much are you asking from the Foundation? Please provide us with a project budget. *(If application is for a capital project, do not request more than 25% of donations expected from local private sources such as foundations, corporations and individual contributors.)*
7. How will the project continue once the grant is complete?
8. List any additional funding sources and amount of requests submitted for this project. Please include status of requests and commitments to date.

**Address Letter of Intent To:
Joeline Wruck, Director of Program
Community Foundation of Greater New Britain
74A Vine Street, New Britain, CT 06052**

Letters may be mailed or emailed to jwruck@cgfnb.org. Please include contact information of the person submitting the Letter of Intent.