

# LETTER OF INTENT PROCESS

The first stage in the granting process consists of a *Letter of Intent*, briefly outlining the project. The Grants Committee will determine if the project is considered to be potentially fundable. The *Letter of Intent* provides a vehicle for applicants to submit their idea for grants without having to complete the entire grant application. Applicants are advised to call the CSCF office to verify that their project meets our granting criteria. **A *Letter of Intent* is not required for *Job Opportunity for Youth* grants unless it is a new project.**

## Procedures:

### 1. *Letter of Intent*

If your organization falls within the guidelines of eligibility outlined in the *Information for Grant Applicants*, and is a new applicant or has a new project, complete a fillable *Letter of intent* form (fillable Word document available online) and email it to the CSCF office.

### 2. Information required on the *Letter of Intent* form includes:

- ✓ The organization's legal name, address, telephone and email address.
- ✓ The name and telephone number of the appropriate contact person.
- ✓ The name of any sponsoring or partnering organization, if applicable, and a letter of support from them.
- ✓ The grant stream being applied for – *Community Impact* grant or *Job Opportunity for Youth* grant.
- ✓ A brief description of the proposed project with emphasis on how the project will meet the Foundation's granting criteria.
- ✓ The specific amount requested from the Campbellford/Seymour Community Foundation.
- ✓ An estimated project budget summary.
- ✓ A brief introduction of your organization outlining why it is eligible.
- ✓ If applying for a *Job Opportunity for Youth* grant, provide a brief description of the proposed project with emphasis on how the project will provide job experience for the student.

### 3. Review of *Letter of Intent*

The Grants Committee will review the *Letter of Intent* and if the project is considered to be potentially fundable, the applicant will then be asked to provide a full application in the format supplied by the Campbellford/Seymour Community Foundation. If the Grants Committee determines that the project is not considered to be fundable as submitted, the Executive Director will contact the applicant to discuss the letter of intent and offer suggestions on changes that could make the project potentially fundable.

**Please note:** When reviewing applications, the Grants Committee will consider all previous grants received by your organization, with focus on your compliance with the *Grant Terms and Conditions*.

### 4. How to apply:

E-mail your *Letter of Intent* to the Campbellford/Seymour Community Foundation prior to the deadline date. See website for details.

### 5. For further information contact:

By Phone: 705-653-2005  
By Mail: Campbellford/Seymour Community Foundation  
P.O. Box 1146, 39 Doxsee Ave. N  
Campbellford, Ontario K0L 1L0  
By Fax: 653-0505  
By e-mail: admin@cscf.ca  
Website: www.cscf.ca