#### **Template: Letter of Intent**

The LOI should be a maximum of two pages including all pictures, figures, tables, and images. The required font size for text in this section is Arial 11 with single spacing within paragraphs, double spacing between paragraphs, and one-inch margins on all four sides. Figures, legends, and tables may use a 9-10 point type. Include all items in the following order:

**1. Applicant Information**

1. Name of organization:
2. Contact
	* Name
	* Title
	* Email
	* Phone
3. Organizational address:
4. City:
5. State:
6. Zip Code:
7. What geographic community or communities is your organization currently serving?
8. What priority population does your organization intend to serve using this funding?
9. **2. Organizational Profile** *(in 1 page include)*
10. Please describe the mission, vision, and main activities of your organization:
11. Please describe your organization’s project team, the expertise or skillset the team brings to the work, and your organization’s experience in violence prevention and intervention:
12. Please describe whether and how the identities and/or lived experience[[1]](#footnote-1) of project team members from your organization are supportive and/or reflective of the community/population impacted by your proposal:

**3. Narrative Questions: Background and Significance** *(up to 1/2 page)*

1. What is the capacity need that you are looking to address?
2. How might you address that capacity with this funding opportunity?
3. How will the development of this capacity impact your work, your participants, and/or your community?
4. **(Optional) Please describe the assistance your organization would need to complete an RFP. This grants program seeks to promote equity in the application process and would like to gain a better understanding of the support needs of eligible organizations.**
1. (Lived experience encompasses the personal experiences and choices of a given person, and the resulting knowledge that they gain) [↑](#footnote-ref-1)