

Letter of Intent Assignment
Community Nutrition-4210
Spring 2020 - 50 points

Before submitting a grant application, it is imperative that you study the sponsoring agency's website, review their mission and goals, an annual report (if applicable) and details of previously funded proposals. If, after carefully reviewing this material, you determine that this foundation is an appropriate match for you, your next contact will often be a *Letter of Intent* (also known as a Letter of Inquiry), which is a brief summary of your project.

It is important to note that this letter IS NOT a vague exploration of an idea. It is assumed that you have already thought through this proposed project-including a budget-and are just presenting an abbreviated description.

In this assignment, you are to follow the steps below to develop a Letter of Intent for a grant Request for Proposals (RFP):

1. Identify an RFP of interest to you. This can be a government grant or a private grant. Some ideas about where to find RFPs include: www.grants.gov; www.grantwatch.com; <https://livewellcolorado.org/resource-center/funding-opportunities/>; <http://newmansownfoundation.org/what-we-support/funding-guidelines/>
2. Review the RFP thoroughly and begin considering a program and proposal that aligns with the requirements of the RFP. This can be a hypothetical program, or a program that you are involved with-the key is that you can concisely convince the funding agency why you are a good fit for this funding mechanism.
3. Develop a Letter of Intent that could be submitted to the funding agency. Note that you will not actually submit this letter, but your letter should be professionally written and organized in a manner so that it is ready to submit. Components of your letter include:
 - a. **Opening paragraph/summary statement**
 - i. Who wants to do what? How much money is being requested? Is this a portion of a larger project cost? Over what period of time is money being requested?
 - ii. Example: "The School of Nursing at the University of Massachusetts at Amherst seeks support for developing an innovative undergraduate and graduate curriculum in psychiatric mental health nursing that will prepare expert nurse clinicians in the delivery of mental health services to at-risk adolescents in the community setting. We are requesting \$87,000 over a two-year period."
 - b. **Statement of need: The "why" of the project (1-2 paragraphs)**
 - i. Explain what issue you are addressing; why you have chosen to respond to these issues in this manner; describe who benefits from this program.
 - c. **Project activity: the "what and the "how" of the project (the bulk of the letter)**
 - i. Provide an overview of the activities involved; highlight why this approach is novel and deserving of the funding. Indicate if there will be collaboration with any other organization-funders love to see this!
 - d. **Outcomes (1 paragraph)**

- i. State the specific outcomes you hope to achieve; how will you evaluate?
- e. Budget (1 paragraph)**
 - i. General description of the funding needs; total amount of request.
- f. Closing paragraph**
 - i. Offer to give additional information, express appreciation; any final details; include contact name and information

Letters will be graded on inclusion of all aforementioned components and organization/professionalism of letter. There are some examples posted on Blackboard.

INCLUDE IN YOUR ASSIGNMENT THE LINK TO THE RFP/GRANT OF INTEREST.

Note that this IS NOT A GROUP ASSIGNMENT!

Upload assignment to Blackboard Learn via the “Assignments” link. Contact Dr. Sinley with any questions regarding this assignment.