

Components of a LOI (letter should be no more than 2 pages)

1. Opening Paragraph: Your summary statement.

- It should be able to stand alone. If the reviewer reads nothing else they should know what you want to do from reading this paragraph.
- Answer the following: Who wants to do what? How much is being requested? Is this a portion of a larger project cost? Over what period of time is money being requested?
- Example: "The Organization Name seeks support for continuing an innovative program in housing and employment that will increase the delivery of support services and housing resources to at-risk adults in rural Colorado. We are requesting \$XX,000 over a one-year period."
- Keep this paragraph short! This seems like a lot to address, but you will have room later to explain your rationale for the project, your methodology, and to establish your credibility.

2. Statement of Need: The "why" of the project. (1 paragraph)

- Explain what issue you are addressing.
- Explain why you have chosen to respond to this set of issues in the way that you have.
- Note who benefits. Make sure you can indicate the population/ public good achieved.

3. Project Activity: The "what" and "how" of the project.

- Give an overview of the activities involved.
- Highlight why your approach is effective and deserving of the special attention.

4. Outcomes (1–2 paragraphs)

- State the specific outcomes you hope to achieve.
- Indicate how evaluation is part of the project. How will you know you've achieved these outcomes?

5. Closing (1 paragraph)

- Offer to give any additional information the foundation might need. Include a contact name and contact information.

6. Signature

- Include all contact information

7. Financial Statements – please include your year-to-date balance sheet and income statement.