

WASHINGTON
Regional Association of
GRANTMAKERS

Common Grant Letter of Intent Format

Please use 1" margins on all sides and 12 point type (Times or similar font).

On a cover page, please list:

1. Letter Date
2. Organization's name and contact information (full address, including mailing address if different, and telephone, fax, and Web address)
3. Organization's federal tax-exempt number
4. Contact person's name, title, and contact information (telephone, fax, e-mail)
5. Dollar amount of this funding request
6. Total project budget (if applicable)
7. Organization's current budget and fiscal year
8. Period this funding request will cover

Letter Text: In a maximum of two pages, please include:

1. Purpose of this funding request. Please describe:
 - a. The issue/need you are addressing
 - b. The target population, number of individuals, and geographic area that will benefit from this proposal
 - c. What you hope to accomplish (outputs and/or outcomes)
 - d. How you intend to accomplish the above
2. Names and brief description of roles of partners on this project (if applicable)
3. Brief organizational history and brief description of previous year's accomplishments
4. Total support from this funder for the past three years:
 - a. List year, amount, and purpose for all support
5. Signature of executive director

Required attachments:

1. List of current funders (foundation, corporate, major donors) and amount of support
2. One page project budget (omit for general operating requests)
3. Organization's current budget