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2012 PROJECTS INITIATIVE – LETTER OF INTENT

Please submit Letters of Intent by 3:00 p.m., January 13, 2012 by mail, courier, or fax. Please do not e-mail Letters of Intent. Selected applicants will be invited to submit a full application for adjudication at the June 2012 Board meeting.

Please limit your Letters of Intent to no longer than four pages and ensure that the following questions have been answered.

1. Provide the following information:
 - a) Name of organization
 - b) Address (with postal code)
 - c) Name of Executive Director
 - d) Name of Board Chair/President
 - e) Name of project contact person
 - f) Telephone
 - g) Fax
 - h) E-mail address of contact person
 - i) Mandate of organization
 - j) Current annual budget and source(s) of revenue
 - k) Programs and services provided by the organization.
2. Amount of request.
3. Proposed project name. (Please limit to no more than 50 characters long.)
4. Start date and completion date. (This proposal process is for *time-limited projects only*.)
5. Describe your organization's proposed project.
6. The attached page lists the mission statement and program objectives of the Law Foundation. Explain how your project relates to one or more of the program objectives.
7. Why is this project needed and who will it serve?
8. What evidence do you have to demonstrate the need for the project? (e.g. statistics, research, needs assessment). What other organizations in the community are addressing this need?
9. How does the project address this need?
10. What are the desired outcomes?
11. How will you evaluate whether or not you have achieved the outcomes?

12. Budget: List the total amount needed for the project and the amount requested from the Law Foundation. If you have other sources of revenue, please list them. Outline in general terms your anticipated expenses for the project.
13. List community groups or individuals who support this proposal