



## Submitting a Letter of Intent to Shuswap Community Foundation

1. Your LOI should be a brief, yet effective one-page letter that summarizes your ultimate full proposal.
2. Your LOI should be structured like a business letter and, ideally, be submitted on organizational letterhead.
3. Be sure that your organization or group's address appears on the letterhead or as part of the signature line.
4. The introduction provided in your LOI might be the most important part of your letter. Make sure you have provided a concise, attention-grabbing summary with enticing information to inspire the reader.
5. Don't forget to include the name of your organization.
6. Define the granting area (Is this project educational, social, health & wellness related or environmental?)
7. Specify the amount of money you are requesting.
8. Your LOI should include a short description of the project and how it will benefit Shuswap Communities.
9. Your LOI is a chance to provide a brief outline of your non-profit and its related programs and initiatives. Connect what you currently do to what you want to accomplish with the requested funding.
10. Include a description of your ideal service population and geographic area. Incorporate statistical facts about what you are doing and hope to do, as well as specific examples of successes and needs.
11. Briefly elaborate on objectives to stand out from the competition. Describe how you plan on using the funding in a way that best fits the goals of SCF.
12. Describe the project succinctly. Include major activities along with the names and titles of key project staff members to create a personal connection with the funding source; this will place you in a better position to be invited to submit a full grant application.
13. Always review the LOI guidelines before submitting to ensure you have met all provided requirements of the grantor. Failing to include any of the requested fields of information could cause your LOI to be disregarded.

**A sample Letter of Intent is provided below. Please feel free to use it as a template.**

### OUR MISSION:

To inspire community giving, foster donor confidence and community trust, honour memories, support community causes and provide responsible granting

## Sample Letter of Intent

### Your Organization Letterhead

Date

Grants Adjudication Committee  
Shuswap Community Foundation  
102 – 160 Harbour Front Dr. NE  
Salmon Arm, B.C., V1E 2V6

Adjudication Committee Members:

The (Your Organization) seeks a grant of \$X,XXX from Shuswap Community Foundation for support of our (special project). We are grateful for the support we received from Shuswap Community Foundation in XXXX for (description) and think this new proposal may be of comparable interest to the Foundation. We think this project is very much aligned with the Foundation's goals in (field of interest, other funded projects or guideline statement).

Our organization, established in YYYY, is serving the (geographical) community with our services: (List). Recently we were honored by (description) for (accomplishment). (Insert one or two other accomplishments of entire organization.)

The project for which we request funds will make a difference in the lives of (such and such clientele) in the following way: (insert specifics of plan). The project will take X amount of time, X amount of \$\$\$\$ and we expect the following concrete results: [a], [b], and [c].

We have received (grant support, contributions, in-kind, volunteer, volunteer staff help, etc.) in the early stages. Support the first year will come from [a], [b], and [c] and the project will (be complete at that time or supported in the future by [a], [b], and [c]).

We will be glad to submit a full proposal with additional information for your further review.

Sincerely,

(Sign)

Contact information

Name, Title

Address, Phone Number and E-mail Address