

Note: We **will not accept any letters of intent that are not in this format.

Letter of Intent

ORGANIZATION INFORMATION

- **Project Title**
- **Amount Requested**

- Organization
- Address
- City
- State/Province
- Country
- Zip Code
- Primary Contact
- Contact Title
- Phone Number
- Fax Number
- Email Address
- Website URL
- IRS Tax Identification #

ORGANIZATION DESCRIPTION

- Mission/Purpose and Brief Description of Organization

- Names of Governing Body Members
 - President
 - Treasurer
 - Secretary
 - Project Information

PROJECT INFORMATION

- Brief description of proposed project (include description of community need/problem; project's approach; project start & end dates; projected outcomes;)
- Cost of Project
- Funds Requested
- Other proposed and secured sources of funds (include amounts)
- Other organizations that are collaborating, and their roles
- Past work and/or grant experience with Mosaic