

## Southeast Sustainable Communities Fund 2017 RFP

### Attachment 1: Letter of Intent (LOI) Template

***DUE: Thursday, July 6, 2017 at 5:00 pm EST***

A Letter of Intent is required to be considered for a grant award. The purpose of the LOI is to improve the quality of the final applications, which will be due two months after the LOI. **LOIs are to be no longer than two pages, and should be uploaded electronically to [www.southeastssdn.org/grants](http://www.southeastssdn.org/grants) in Microsoft Word format (11-point Times New Roman font, 1" margins).** The deadline to submit an LOI is 5:00 pm EST on Thursday, July 6, 2017. If the program administrators have any questions or concerns about your LOI submission, the SSCF Program Manager will contact you by Friday, July 14, 2017.

*Please submit your application with responses to these questions in this order:*

1. **Project Summary**
  - a. **Project Title**
  - b. **Summary Statement:** A short paragraph to describe the proposed project.
  - c. **Lead Applicant:** Organization, contact name, title, email address, and phone number.
  - d. **Funding Requests:** Year 1 and Year 2 (Grant amounts will range from \$75,000 to \$150,000 per year).
  - e. **Partner(s):** Organization name(s)
2. **Make the Case**
  - a. **Need:** What is the problem within the local context, and why does it need to be fixed?
  - b. **Solution:** Describe the project. How will the proposed project address the need/problem?
  - c. **Result:** What outcomes will this project produce, and how will they impact the need/problem?
  - d. **Regional Replicability:** How is this project applicable to other communities in the region?
3. **Project Design**
  - a. **Major Activities and Milestones:** What are the major activities and project milestones?
  - b. **Implementation Responsibility:** Who will manage and coordinate this effort?
  - c. **Fiscal Responsibility:** Who will receive grant funds?
4. **Project Impact**
  - a. **Community Sustainability:** How will the proposed project mitigate or adapt to climate change?
  - b. **Equity and Inclusiveness:** Who are the priority stakeholders? How will they be impacted by this project? How will they be involved in shaping project design and implementation?
  - c. **Community Partnership:** How does this partnership leverage community resources to create impact? How will the partner organization(s) be involved in the project?
  - d. **Local Policy:** What local government policy, program, or plan does this project work to advance? How will this project support the success of this policy, program, or plan?