

Letter of Intent for Government Grant Funding

Date: _____
To: _____
Address: _____

Subject: Letter of Intent for [Grant Program Name] Funding Application

Dear [Grant Administrator/Committee Name],

On behalf of [Your Organization/Institution Name], I am submitting this Letter of Intent to express our interest in applying for funding under the [Full Name of Government Grant Program]. Our organization seeks to address [briefly state purpose or problem area] through the proposed project titled “[Project Title]”.

About the Organization

[Briefly introduce your organization, its mission, relevant experience, and capacity to manage the proposed project.]

Proposed Project Overview

Project Title: [Project Title]

Project Duration: [Project Start and End Dates]

Summary: [Short summary of the project purpose, objectives, and expected impact.]

Funding Request

We anticipate requesting a total amount of [Currency & Amount] from the [Grant Program Name], which will be allocated to [brief description of major budget categories or costs].

Contact Information

For further discussion or clarification, please contact:

Name: [Contact Person Name]

Title: [Contact Person Title/Role]

Email: [Contact Email]

Phone: [Contact Phone Number]

We appreciate your consideration and look forward to the opportunity to submit a full application.

Sincerely,

[Authorized Signatory Name]

[Title]

[Organization Name]

Important Notes

- A Letter of Intent is typically a preliminary step and not a guarantee of funding.
- Be concise and clear about your organization's eligibility and alignment with the grant objectives.
- Ensure all required fields and information as per the funder's guidelines are included.
- Stick to any page or word limits provided by the granting agency.
- Submit the document before the required deadline to ensure eligibility.