

**COMMUNITY MEMORIAL FOUNDATION
SAMPLE LETTER OF INTENT APPLICATION**

Please note: This sample LOI document is meant to be used as a reference when completing the online letter of intent. All LOIs must be submitted via the Foundation's GIFTS Online management system, which can be accessed at: www.cmfdn.org/responsive-grants.

SAMPLE LOI

Screening Questions

- 1. Have you ever received a program or general operating grant from Community Memorial Foundation?**

Yes **X** no

(if no... must fill out LOI)

- 2. If you have received a program or general operating grant from CMF, has this grant been awarded in the past three years?**

(if no... must fill out LOI)

- 3. Do you intend to request more than \$25,000 from CMF in the next grant cycle?**

(If yes, must fill out LOI)

LETTER OF INTENT

Organization Legal Name: Healthy Towns Agency

AKA/DBA Name: HTA

FEIN # 12-34567

Address: 1234 Main St., LaGrange Park, IL

Organization Executive Leader: Mr. John Doe

Title: Executive Director

Phone: (708) 123-4567

E-mail: jdoe@hta.org

Primary Organizational Contact (if different from above):

Title: Same as above

Phone:

E-mail:

Total Organizational Budget: **\$567,890**

Project Name: **Community Counseling Program**

Description of project

(Describe the goal of program and program activities):

HTA intends to improve mental health in three communities in the western suburbs by providing access to cognitive behavioral counseling to 50 low income veterans and their families. Two full time counselors will be hired to staff HTA's new LaGrange Park office. These Masters-level clinicians (one of whom is bi-lingual/bi-cultural) will provide individual and group counseling to veterans and their families.

Describe how the program aligns with Community Memorial Foundation's Vision and Grant Priorities.

The program aligns with CMF's stated grant priority of ensuring adequate access to timely, affordable, high-quality mental healthcare services.

Anticipated total number of CMF residents to be served by this program, and their demographics:

A total of 75 people will be served. Of these, it is anticipated that 50 will be veterans (age 20-45), 10 will be spouses/partners of veterans (age 20-40) and 15 will be children of veterans (age 5-18). All anticipated clients will be low income (200% or less of the Federal Poverty Level). It is anticipated that 80% of clients will be white, 10% African-American and 10% Latino/a.

Target municipalities for this project

(Where do program participants live?):

This program will target the communities of Countryside, La Grange and LaGrange Park.

Anticipated outcome objectives of program/project:

(How will this program/project improve the health of the target communities?):

It is anticipated that after six months of counseling, participants will see reductions in symptoms associated with depression, anxiety and post-traumatic stress disorder.

If applicable, what other organizations or community entities are you working with to implement this program? Describe the nature of the collaboration and what work has been done to date:

HTA is currently working with Hines VA and several local American Legion posts. HTA has agreements to receive referrals for counseling from these entities.

Timeframe: Jan. 1, 2018 to Dec. 31, 2018

Estimated cost of project: \$100,000

Amount of project funds already secured: \$65,000

Amount that you intend to request from CMF: \$30,000