

Worksheet 2.1. Letter of Intent Questionnaire

- 1. What is the purpose of this letter of intent? Whom is it being sent to, and what is the fit?**

- 2. What year was our organization founded? What year was it incorporated?**

- 3. What is the mission of our organization?**

- 4. What are our long-term goals for our organization?**

- 5. What programs do we provide that support these goals?**

- 6. What is the need in our community that we seek funding to address?**

- 7. How in our view is the need related to our programs, long-term goals, and mission?**

- 8. What do we propose to do about this need?**

- 9. What outcome do we anticipate after the first year of funding?**

- 10. What is the total cost of our proposed idea for the first year (or multiple years if we plan to request multiple-year funding)? How much do we want from this funder?**

- 11. Who will be contacting the funder to determine its interest and when? Whom should the funder contact for more information?**

Now that you have finished answering the questions, you can take the information and build a letter of intent. The ideal way to write the letter is to follow this format: opening, background, problem statement, proposed solution, closing. Note that the questions you answered followed this format.