

Letter of Intent for Southeast CDC Neighborhood Spruce-Up Grant Program

This sample letter is just an example of how to present your LOI; feel free to use your own letter format if you prefer. Please limit your LOI to 1-2 pages and remember to attach a copy of your 501c3 letter.

(Please use your organization's letterhead, if applicable.)

March 10, 2020

Molly McCullagh
Southeast CDC
3323 Eastern Avenue, Suite 200
Baltimore, MD 21224

Dear Molly,

Please accept this letter as notification of the (organization's name) intent to apply for a Southeast CDC Neighborhood Spruce-Up Grant to (define the project).

About the (organization)

(Provide background on your organization, such as the area you work in, the people you serve, some of your primary accomplishments, your board members/staff who will be involved in this project, etc.)

About (the project)

(Provide a brief description of the project, including why this project is relevant to the community you serve, how the idea was generated, what forms of community engagement you plan to incorporate, potential partners you plan to engage, the expected outcomes of the project, and who will be leading the implementation of the project.)

Estimated budget

Provide a general budget, with items broken into categories with associated costs, for example:

Artist fees for mural design and installation: \$6,000

Lift rental for mural installation: \$1,200

Bench: \$1,300

Trash cans: \$3,500

Total: \$12,000

Estimated Timeline

Provide a general overview of the expected timeline, broken into months or date ranges, for example:

July 2020: Mural design by artist

August 2020: Community voting on mural designs

September 2020: Secure permits to block street for mural installation; order trash cans and bench

October 2020: Mural installation; trash can and bench installation

(Make sure to sign your letter and include your contact information!)

*Please direct all program communications, including Letters of Intent and applications,
to Molly McCullagh at molly@southeastcdc.org.
Feel free to call with any questions – 410-342-3234 x 35.*