



California Consumer Protection Foundation
 1833 Buckingham Road, Los Angeles, CA 90019
 (323) 630-4492 pcmalry@consumerfdn.org

Letter of Intent

Administrative Information

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| Organization Name and Address: | Phone: | Website: |
| Fiscal Sponsor <i>(if applicable)</i> Name and Address: | Phone: | Contact and email: |
| Project Contact Person Name and Title: | Phone: | Email: |

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|---|---|-----------------------------|---|
| EIN: | IRS designation <i>(501(c)(3), (c)(4) or governmental status):</i> | Year Incorporated: | Date of You Most Recent Annual Audit: |
| Total Organizational Budget <i>(department budget OK for universities and government applicants):</i> | Total Project Budget: | Amount Requested from CCPF: | Term of the Grant Request <i>(no greater than 12 months):</i> |

Narrative Instructions: Please respond to the following questions. The LOI should be ***three pages or less and use at least 12 pt font***. The LOI is meant to be a brief review of your project and conciseness is essential to assist the review committee in determining from which projects to invite a full proposal.

Project Information

1. General description of the project. Please also include:

- Anticipated project outcome(s)/goal(s)
- Timeframe of project (e.g. when it was initiated and key milestones)
- Whether funds are for expansion or enhancements of an existing program
- **Note:** Start-up projects will not be considered for funding.

2. Project Rationale - Briefly cite any data or research that justifies the need for the project purpose and demonstrates the efficacy of the strategy.

3. Target population - Who does the project primarily serve. This should include the expected number of individuals to be served as well as demographic/more specific population information (e.g. ethnicity, geography, gender, age, rural, socio-economic status, etc.)

4. Measurable objectives – The project should have measurable outcomes. LOIs submitted without clear measures will not be considered for funding.

5. Project Partners - List of any other organizations with whom you may be working in order to accomplish project objectives (if applicable).

6. Sustainability - How the project being sustained.

7. Previous successes - Provide specific examples of the previous successful outcomes of this project. You may also include related and/or organizational successes in this field.

How to Submit

Please email your LOI in MS Word or modifiable PDF (not scanned) format to admin@consumerfdn.org no later than Friday, November 18, 2016.