



Richmond Community Foundation
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Richmond, BC V6Y 3Z5
Tel: 604-270-4483
E-mail: info@richmondfoundation.org
www.richmondfoundation.org

Community Grant Letter of Intent

Thank you for submitting a Letter of Intent for the Richmond Community Foundation's Community Grant. Our Grants Committee will review the letter and then contact you to further discuss our granting process.

About Your Project

Project Name:

Project Location:

Project Start Date:

Project End Date:

Target Community Sectors (Check All That Apply):

Children & Youth

Seniors

New Immigrants

Low-Income Families

People with a Disability

How will your project support the above groups? (Limit: 100 Words)

What is the purpose of your project? (Limit: 125 Words)

What are the benefits and desired outcomes? (Limit: 125 Words)

What makes your project unique? (Limit: 125 Words)

About Your Organization

Legal Name:

Address:

Contact Person:

Telephone Number:

E-mail:

BC Society Number:

Charitable Registration Number:

Total Organization Budget: \$

Your Funding Request

Please attach your draft budget (we understand that it will be approximate) with both revenues and expenses.

- Under Revenues, please include the amount you are asking from RCF, other funding sources (including other grants you have applied for or will apply for) and in-kind contributions.
- Under Expenses, please list major expenses and indicate those you would like us to fund, so we can get a sense of how the grant will be spent.

Submitted By:

Name:

Position:

Organization:

Date:

Please send your completed Letter of Intent (LOI) and draft budget to info@richmondfoundation.org. If you have questions about your LOI or our granting process more generally, we can be reached at the same e-mail address, or at 604-270-4483.