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# Exploring Collaboration Grant Letter of Intent

Thank you for submitting a Letter of Intent for the Richmond Community Foundation's Exploring Collaboration 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:**

**Approximate Start Date (Taking Into Account the Time Required to Explore Collaboration Opportunities):**

**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)**

**Estimated Project Budget: \$**

**List any other possible funders for this project:**

## About Your Organization

**Legal Name:**

**Address:**

**Contact Person:**

**Telephone Number:**

**E-mail:**

**BC Society Number:**

**Charitable Registration Number:**

**Total Organization Budget: \$**

## About Your Possible Partner(s)

**Please list all organizations, personnel, and businesses who would be invited to collaborate on this project. Of these, place a check mark [✓] beside the partners you would expect to remunerate, as the collaboration process would fall outside the time or focus of their usual work description.**

## About Your Timeline

**Please identify key activities (meetings, etc.) and an approximate timeline for your exploration of collaboration opportunities. (Limit: 200 Words)**

**Please identify any personnel who could be approached to support and facilitate your collaboration efforts.**

# Your Funding Request

## **Total Exploring Collaboration Budget: \$**

(Please note that, although the RCF Grants Committee is now aware of your project idea and estimated budget, funds will only be considered for the Exploring Collaboration process at this time. A separate application will be required for the project itself.)

## Submitted By:

**Name:**

**Position:**

**Organization:**

**Date:**

Please send your completed Letter of Intent (LOI) and draft budget to [info@richmondfoundation.org](mailto: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.