



The first stage in the granting process consists of a *Letter of Intent*, briefly outlining the project. The Grants Committee will determine if the project is considered to be potentially fundable. The letter of intent provides a vehicle for applicants to submit their idea for grants without having to complete the entire grant application.

**Procedures:**

**1. *Letter of Intent* – Deadline is 11:00 a.m. on November 17<sup>th</sup>, 2011**

If your organization falls within the guidelines of eligibility outlined in the *Information for Grant Applicants* (page 1), forward the attached *Letter of Intent* to the CSCF office, briefly outlining the project.

**2. The *Letter of Intent* should include:**

- ✓ A brief introduction to the organization outlining why your organization is eligible.
- ✓ The name of any sponsoring organization, if applicable, and a confirmation letter of partnership from them.
- ✓ A brief description of the proposed project with emphasis on how the project will meet the Foundation's priorities and the general criteria.
- ✓ If applying for a *Building Community Grant*, provide a brief description of the proposed project with emphasis on how the project will provide job opportunity for youth in the charitable and not-for-profit sector.
- ✓ A project budget summary.
- ✓ The specific amount requested from the Campbellford/Seymour Community Foundation.
- ✓ The organization/group's legal name, address, telephone and fax numbers.
- ✓ The name and telephone number of the appropriate contact person.

**3. Review of *Letter of Intent***

The Grants Committee will review the *Letter of Intent* and if the project is considered to be potentially fundable, the applicant will then be asked to provide a full application in the format supplied by the Campbellford/Seymour Community Foundation. If the Grants Committee determines that the project is not considered to be fundable as submitted, the Executive Director will contact the applicant to discuss the letter of intent and offer suggestions on changes that could make the project potentially fundable.

**Please note:** When reviewing applications, the Grants Committee will consider all previous grants received by your organization, with focus on your compliance with the *Grant Terms and Conditions*.

**4. How to apply:**

Mail, deliver, fax or e-mail your *Letter of Intent* to the Campbellford/Seymour Community Foundation prior to 11:00 a.m. on November 17<sup>th</sup>, 2011.

**NOTE: The full Grant Application deadline is January 12<sup>th</sup>, 2012.**

**5. For further information contact:**

By Phone: 653-2005  
By Mail: Campbellford/Seymour Community Foundation  
P.O. Box 1146, 39 Doxsee Ave. N  
Campbellford, Ontario K0L 1L0  
By Fax: 653-0505  
By e-mail: [info@cscf.ca](mailto:info@cscf.ca) Website: [www.cscf.ca](http://www.cscf.ca)