



**2012 – 2013 Letter of Intent Form  
Project Support Grant**

**Deadline: Must be received in the Arts Council office no later than Wednesday – March 7, 2012 by 5:00 p.m. (This is not a postmarked-by date.)**

**Organization Information**

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Name of Organization: \_\_\_\_\_  
Organization Address: \_\_\_\_\_  
Years of Incorporation \_\_\_\_\_ IRS Federal ID# \_\_\_\_\_  
State of Incorporation \_\_\_\_\_ County of Incorporation \_\_\_\_\_  
Nonprofit: \_\_\_\_\_ Yes \_\_\_\_\_ No *If no, Fiscal Agent* \_\_\_\_\_  
If you are a 501(c), please include your IRS Tax Determination Letter (first time applicants only).  
Name/Title of Executive Director: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Website Address: \_\_\_\_\_

**Project Information**

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Check Project Category:   \_\_\_ General Project  
                                      \_\_\_ General Project – Diversity Enhancement  
                                      \_\_\_ Youth Education  
                                      \_\_\_ Organizational Development  
                                      \_\_\_ Series Support  
                                      \_\_\_ Cultural Tourism

Project Name: \_\_\_\_\_  
Name/Title of project contact person: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Budget Information**

Total Project Budget: \$ \_\_\_\_\_

Grant Amount Requested: \$ \_\_\_\_\_

**Note – This is a matching grant. The grant amount requested is not to exceed 50% of the total project budget. See guidelines for additional information.**

**Please attach a preliminary project budget to this form.  
(Preliminary budget should include both income and expenses)**

Name and Position of Authorizing Official:

Signature of Authorizing Official: \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_

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**Please limit responses to the space provided.**

Organization's Mission:

Purpose of request: (1-3 sentences) Provide what type of program or service to whom (target population) and how many.

Why is this project needed/what problem will it address? If there are other similar programs, what makes this project unique or different?

List your program goals.

Briefly describe your program and how you will implement it step-by-step.

When will your program start and end? Give a brief timeline of activities.

Describe how you plan to market your project. If applicable, how will cultural tourism in Cumberland County will be impacted as a result.

Program Impact: Describe what difference the program will make. What impact will it have on the target population and/or community? Use percentages to describe the outcomes you anticipate for your program or service. *Example: 95% of the youth enrolled in the program will increase skills.*

Collaborations: Describe any collaboration with other organizations in the community who are involved in the planning/implementation of your project.

If you are applying under the Cultural Tourism category, explain, in detail, the tourism component of your project.