



Outline requirements for Letter of Intent

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PROJECT DESCRIPTION

In no more than 3 typed (8.5 x 11) pages, provide a description of your project:

1. Describe the proposed activity, including:

- a) The needs being addressed
- b) How it came to your organization's attention
- c) Goals and objectives
- d) Target population
- e) How it will be marketed to its target population
- f) How it will be implemented
- g) Implications for staffing

2. Does your project involve working in partnership with other organizations or agencies? If so, please name them and indicate their involvement.

3. By what standards or criteria will you measure benefit to program participants? What measurement tools will be used to assess achievement of goals?