

**Early Childhood Care**

**and Education Capital Fund**

**Letter of Intent**

Please include the following elements within your LOI

1. **A brief summary statement**
	* Who is applying, organization name, and what are you proposing to do with grant funds?
	* How much funding is being requested?
	* Is this a portion of a larger project cost (for example, are you requesting funding for the development of child care space that is part of a larger mixed-use development)?
	* What is your project timeline (planning to completion)?
2. **A statement of need**
	* What issue are you addressing?
	* Who benefits?
3. **A description of project activity**
	* What activities will be involved?
	* What is your approach?
	* Are you collaborating with others?
4. **The outcome of the project (what is the measurable impact)**
	* What do you hope to achieve?
	* How will you know you have achieved these outcomes?
5. **Your capacity to complete the project**
	* How are you, your staff, and your organization equipped to carry out the proposed activities?
	* Do you have a history with similar projects?
	* Can you carry out the proposed project within a 12 – 24 month time period?
6. **A budget – a general description of the project funding needs**
	* What is the total development cost of the project?
	* What is the amount of your grant request?
	* How did you estimate these costs (did you receive estimates from licensed professionals)?
7. **Contact name and contact information**
8. **A signature**