



United Way of the Lower Mainland

Letter of Intent: Food for All Grant, 2016 – 19

Submission Deadline: 5pm, January 18, 2016

Organization Information:

Organization:			
Contact Name:			
Telephone:		E-mail:	
Address:			
City:		Postal Code:	
BC Society No:	Charitable Registration:		

Please note: Agencies must have the above society/charity numbers to be eligible to apply.

Organization Mandate:

Please tell us your Organization’s mandate or mission and provide at least two summarized examples that demonstrate how your organization is currently involved in improving food security for families with children or seniors in your community:

Project/Program Information:

Please provide summarized information that considers all three (3) years of the proposed multi-year initiative.

Project/Program Title: _____

Describe how this Project/Program meets funding criteria # 1

Describe how this Project/Program meets funding criteria # 2

Describe how this Project/Program meets at least five (5) of the other funding criteria

How will your Project/Program be evaluated? What will be your indicators of success?

Sample Budget: YEAR ONE*

**The annual budget provided with this Letter of Intent is considered to also apply for years 2 and 3 of the proposed initiative for the purpose of assessing the submitted letters of Intent. Please also provide budgets for years two (2) and three (3) only if you consider that your proposed work and related budget will vary substantially from year to year because of planned changes in what work will be implemented from year to year and necessary changes in related expenditures and revenue. Please Note that if your Letter of Intent is selected, you will need to provide detailed budgets for all three (3) years of your multi-year initiative with your full application.*

Detailed listing of all revenue (confirmed and unconfirmed) and expenditures

ANNUAL BUDGET: <i>Itemize all sources of Revenue and Expenses. Please note that the Total Revenue MUST equal the Total Expenditures.</i>				
Expenditures:		Revenue:		
Salaries/Benefits	Request from United Way of the Lower Mainland			
Contract Fees	Your organization's contributions	Cash:	In-kind(<i>i.e. office space</i>):	
Honoraria	List Additional Revenue Sources (<i>specify</i>)	Conf'd	Contact	
Rent/ Utilities/ Phone				
Printing/ Copying				
Travel to meetings and conferences				
Others (<i>specify</i>)				
Administration				
Conference fee for presenters				
Total Project Expenditures	Total Project Revenue (<i>Including request from United Way</i>)			
UWLM EXPENDITURES: <i>Itemize how United Way funds will be used by listing the expense type and the amount. (Expense type could include: Salaries/Benefits, Contract Fees, Honoraria, Rent/Utilities/Phone, Printing/Copying, Travel etc.)</i>				
Expense Type				Amount
Salaries/Benefits				
Rent/Utilities/Phone				
Travel & conferences				
Administration				
Total (<i>Equals total request to United Way</i>)				

NEXT STEP: Applicants whose Letter of Intent is recommended for the next step of the granting process will be required to attend a mandatory Information Session in person before completing and submitting a full Application Form.