

Letter of Intent

*Note: This is an outline for the Letter of Intent - it is a required first step for applying to the Community Betterment Program

*Instructions: *Number your responses and please answer all questions
Submit the original plus two (2) copies

1. Date: _____

 2. Project Name: _____

 3. Group Submitting Letter of Intent:
 - a. Please provide organization's name and chairperson's or president's name, address and phone number, (also include contact person name, address and phone number if different from above.)
 - b. Briefly describe the organization, how the group began and number of members.

 4. Summary of Project:
 - a. What does your group plan to do and why?
 - b. Please include the address/location of the proposed project. Also, if the project will be on private property, have you approached the property owner and received permission?

 5. Project Background:
 - a. How did this idea originate?
 - b. If on private property, will local residents/business owners be involved in the project? How?

 6. Workplan: (An example is shown on the reverse of this page.)

Please list, on a separate page, in chronological order, the steps or key activities it will take to accomplish this project.

 7.
 - a. Please list the amount of funds you are requesting: \$ _____
 - b. Please list the amount of matching funds: \$ _____
- TOTAL: \$ _____
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Return to: Sherri Hancel, City of Duluth, Community Betterment Program
3578 West Lawrenceville Street
Duluth, GA 30096