



Neighborhood Improvement Grant

Sample Letter of Intent 2019-2020

Below is a sample letter of how to present your project. Briefly outline details of your project idea. **Letter of Intent is due June 28th**. If you have questions about this grant program, please contact **Russell Garriott** at **427-2138** or Russell.Garriott@cityoffortwayne.org.

(Please use your organization's letterhead, if available.)

May __, 2019
Russell Garriott
City of Fort Wayne Community Development
200 East Berry Street, Suite 320
Fort Wayne IN 46802

Dear Russell,
Please accept this letter as notification of the (Neighborhood's name) intent to apply for a Neighborhood Improvement Grant to (define the project).

About the neighborhood

(Provide background on your neighborhood association, such as the location, the people you serve, some of your primary accomplishments, your board members/staff who will be involved in this project, etc.)

About the project

(Provide a brief description of the project, including why this project is relevant to the community you serve, how the idea was generated, what forms of community engagement you plan to incorporate, potential partners you plan to engage, the expected outcomes of the project, and who will be leading the implementation of the project.)

Estimated budget

Provide a general budget. If possible, include a breakdown of itemized estimated costs.

Estimated Timeline

Provide a general overview of the expected timeline, broken into months or date ranges.

(Make sure to sign your letter and include your contact information!)

