



**OTTAWA
COMMUNITY
FOUNDATION**

invested for good

Community Grants Program Multi-Year Stream – Letter of Intent Submission

Please complete this document and submit it to grants@ocf-fco.ca by December 3, 2018, with your Letter of Intent and Project Budget Form attached. If you have questions or concerns, please contact us at that same email address, or by phone at 613-236-1616 ext. 223. In fact, we encourage applicants to get in touch to discuss their project prior to submitting.

1. Please fill out the form below.

Organization Contact

Organization Name:

Primary Contact for Organization (ex. Executive Director):

Title:

Address:

Phone:

Email:

Website:

Organization Details

In what year did you begin operating?

What is your organization's mission or purposes?

What is your organization's budget?

How many staff do you employ? Full time:

Part time:

Charitable Registration Number:

Is this charitable registration number registered in your organization's name?

Letter of Intent Contact

Primary contact for your Letter of Intent. Note: this can be the Primary Contact for the organization or another staff member responsible for this project.

Name:

Title:

Phone:

Email:

2. Project Budget Forms

Please complete and submit a Project Budget Form. The Project Budget Form can be found on the OCF website at <http://www.ocf-fco.ca/multi-year-grants/>

3. Please complete a Letter of Intent describing your proposed multi-year project and submit it as a separate document. The Letter of Intent must address all of questions listed below. Please do not exceed 3 pages.

- What is the main goal of your multi-year project?
- What need will be addressed through your initiative and how was that need identified?
- What is the general timeline (by key milestones) of your multi-year project?
- Briefly describe your initiative's activities. Please clearly describe how the project will evolve over the years for which the grant is requested, and how the activities will develop or change to support that evolution.
- What are the outcomes that you hope to achieve through your multi-year project and how will you be able to measure if those outcomes are achieved?