

CANYON CITY FOUNDATION LETTER OF INTENT

(This Letter of Intent is not a requirement but used to allow the Canyon City Foundation to provide feedback to your organization prior to submission of your grant proposal. This letter should not exceed two pages.)

ORGANIZATION
ADDRESS
CITY, STATE ZIP

DATE

Canyon City Foundation
www.canyoncityfoundation.org
P.O. Box 429
Azusa, CA 91702

Dear Canyon City Foundation,

1. Introduction - Summarize the intent of the grant as well as the grant amount.
2. Name of our organization:
 - a. Briefly discuss your organization and what it does. (only needed for first time applicants.)
 - b. Include your Tax ID# (only needed for first time applicants.)
3. Describe the kind of program you envision and how the funding will be used.
4. Discuss how the program offering will build capacity in Azusa
5. Briefly summarize plans for other grant opportunities and plans to sustain funding for future needs.
6. Include contact information for a primary and secondary contact person (email and phone preferred)