

FIRST 5 Modoc

Modoc County Children and Families Commission

LETTER OF INTENT GUIDELINES

Fiscal Year 2022/2023

For programs that affect the lives of children prenatal to age five as defined in the Year 2020/2025 Strategic Plan

Applicants who wish to request funding from the Modoc County Children and Families Commission (FIRST 5 Modoc) in the Fiscal Year 2022/2023 competitive grant process must first submit a Letter of Intent. Letters are due to the FIRST 5 Modoc office by Friday, February 25, 2022, at 3:00 p.m. These letters will be reviewed by FIRST 5 Modoc staff.

Letter of Intent Background

A Letter of Intent is a brief conceptual 'snap-shot' of what would be your more extensive Formal Proposal. The Letter of Intent will allow FIRST 5 Modoc to review your proposal in a useable and informative way, as well as gain perspective on the entire applicant pool. Please keep this in mind as you write your Letter of Intent: it should be brief, specific, and to the point.

Approx. \$200,000 is available in the Formal Grant allocation for the **FY 22/23** funding cycle. FIRST 5 Modoc may modify the allocation amount. Formal Proposals will not be accepted unless FIRST 5 Modoc has received a Letter of Intent from that applicant. This competitive grant allocation process is for grants over \$10,000. There is a separate on-going process for "Mini-Grants" under \$10,000.

An informational meeting for potential proposers will be held on Monday, February 7, 2022, from 12:00 p.m. to 1:00 p.m. in the FIRST 5 Modoc office located at 802 North East St Alturas, CA 96101 in the Alternative Education Center. We encourage you to attend this meeting if you have any questions on the proposal process, the content of your Letter of Intent, or the content of a full proposal. Please contact our office with any questions: (530) 233-7122.

Letter of Intent Guidelines

The Letter of Intent should not exceed **two** pages. It should be submitted in a 12-point font, double-spaced, with one-inch margins, and must include all of the following information:

- A. **A Brief Description of the Applicant** including the mailing address, telephone, fax and email contact information.
- B. **A Descriptive Title** of the project (6 words or less).
- C. **A List of the Priority Strategic Plan Objectives** (defined in the FIRST 5 Modoc Strategic Plan) that your project would address. It is understandable that your project may touch on a number of Strategic Plan Priorities, but please consider which Strategic Plan Priorities will be the priorities of your proposal.
- D. **A Description of the Project (up to one page).**
- E. **For Projects That Have Been Funded by a Previous FIRST 5 Modoc Grant and are seeking continued funding please request from the Commission:**
Guidelines for Program Contract Review and Renewal
- F. **Approximate Budget and Duration of the Project.** Indicate other sources of funding for the project and whether those funds are committed or potential. Remember that FIRST 5 Modoc is particularly interested in projects that demonstrate other funding partners. If the proposer plans to return to FIRST 5 Modoc for additional funding or is in a unique situation that may require a multi-year contract, the Letter of Intent should indicate such.
- G. **Signature** of the individual(s) who wish to submit a proposal or the chief executive or board chairperson of an applicant organization.

Proposal Submission:

- Please submit the original and one copy of your Letter of Intent.
- Letters may be mailed or hand delivered to the following address and must arrive no later than 3:00 p.m. on **Friday, February 25, 2022**. Faxes will not be accepted. Postmarks will not be accepted in lieu of the delivery date.
FIRST 5 Modoc
802 North East St.
Alturas, CA 96101
Attention: LOI (Letter of Intent)
- **Formal Proposals** are due to the address above no later than **April 15, 2022** at 3:00 p.m.