



# FORSYTH COUNTY ARTS ALLIANCE

*Supporting the Arts*

## 2021 GRANT INFORMATION

### LETTER OF INTENT TO APPLY

The Letter of Intent is a condensed version of the proposal that allows the FCAA to get a brief overview of the intended proposal and helps the applicant map out their project ideas and plans, as well as what they will need to accomplish them. The information in the Letter of Intent is not considered binding and is NOT the complete grant application.

**The letter must include, at minimum, the following:**

1. Name of Organization
2. Please make note if prior FCAA grant recipient, what year(s) and award amount(s).
3. Tax Exempt Status 501(c)3 or the equivalent verification -- letter of exemption from IRS not needed; you are only required to state that you have the necessary tax exempt status.
4. Provide a brief (1-2 paragraph) summary to address the following:
  - What is the need in the community for this project/program?
  - What are the matching or other sources of funding being pursued or secured?
  - Is this a new project/program, an ongoing project/program, or a phase of a multi-phase project/program?
5. Provide an estimate of the grant amount request.
6. Complete the letter with a signature and date from Authorized Official of the Organization.
7. Scan the signed letter and submit it **by email** by the deadline: **April 1, 2021**

**Email to FCAA Executive Director, Ahna Phillips.**

**[info@forsythartsalliance.com](mailto:info@forsythartsalliance.com)**

You will receive an email reply confirming receipt of your Letter of Intent.

**If you require special accommodation to submit your Letter of Intent, please contact Ahna at the above email address. If needed, scanners and computers are available for use at the Forsyth County Public Library. Non-card-holders can obtain a guest pass.**