

LETTER OF INTENT

CaringforCommunities SPARK Grant

This page contains a sample Letter of Inquiry for those considering applying for our SPARK grants. Applicants are encouraged to submit a Letter of Intent to Submit an Application January 1- February 15 for consideration in our spring funding cycle or July 1- August 15 for our fall funding cycle. Letter of Intent's should be emailed to caringfoundation@bcbsnd.com. Please place your Letter of Intent on your organization's letterhead.

[Date]

Dear BCBSND Caring Foundation,

[Name of your organization] submits this Letter of Intent to notify BCBSND Caring Foundation of our intent to submit an application for the BCBSND Caring Foundation SPARK grant. The mission of our organization is to **[enter your mission]**.

[Your organization] proposes to request program funding for **[title of your project]** in the amount of **[dollar amount requesting]**. With BCBSND's Caring Foundation generous support it will allow **[Name of your organization]** to **[enter project goal]** which will positively impact **[enter North Dakota geographic area]**.

We'd be honored to submit an application to the BCBSND Caring Foundation. **[Name]** will be our main point of contact for the purposes of the application process and can be reached at **[email]** or by phone at **[phone number]**.

Thank you for the opportunity to apply.

Sincerely,

[Name Submitting LOI]

[Job Title]

[Phone Number]

[Email Address]