### NEDA LETTER OF INTENT COMPONENTS

**1. Opening Paragraph: Your summary statement.**

**2. Statement of Need: The "why" of the project (1–2 paragraphs)**

* Explain what issue you are addressing.
* Explain why you have chosen to respond to this set of issues in the way that you have.
* State briefly why this matters in the area in which you will be working.
* Note who benefits. Make sure you can indicate the public good achieved.

**3. Project Activity: The "what" and "how" of the project**

* Give an overview of the activities involved. Give details to the degree that space allows.
* Highlight why your approach is novel and deserving of the special attention that funding connotes.
* Indicate if there will be collaboration with other organizations and what their roles will be. Be specific about who does what.

**4. Outcomes (1–2 paragraphs; before or after the Project Activity)**

* State the specific outcomes you hope to achieve.
* Indicate how evaluation is part of the project. How will you know you've achieved these outcomes?

**5. Credentials (1–2 paragraphs)**

* Demonstrate why your institution or your staff is best equipped to carry out this activity.

**6. Budget (1–2 paragraphs)**

* Description of the funding needs of the project and total amount of request.

**7. Closing (1 paragraph)**

**8. Signature**

### The LOI submission should be no more than two pages.