**Letter of Intent Template**

# **Organization Details**

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| --- | --- |
| **Name of Registered Charity, Qualified Donee, or Nonprofit** |  |
| **Registered Charitable Number (Canada Revenue Agency Number) or Business Number (if Nonprofit)** |  |
| **Website** | www. |
| **Current Annual Operating Budget** | $ |

# **Mailing List Consent**

Would you like to subscribe to:

* The Counselling Foundation’s mailing list Yes/No
* CERIC’s mailing list Yes/No
* CERIC’s French mailing list Yes/No

[CERIC](https://ceric.ca/) is a charitable organization supported by The Counselling Foundation of Canada that advances education and research in career counselling and career development.

# **Mailing Address**

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# **Primary Contact Details**

Senior staff person or your organization’s contact person for this project.

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| --- | --- |
| **Name** |  |
| **Title** |  |
| **Email** |  |
| **Phone** |  |

# **Organization Purpose**

(Your mission, vision, or statement of purpose) UP TO 200 WORDS

# **Funding Details**

## **Project Title:**

## **Length of Project Funding Request:** years

## **Desired Project Start Date:**

## **Total Amount Requested:** $

## **Funding Amount per Year(s)**

## **Year 1:** $

## **Year 2 (if applicable):** $

## **Year 3 (if applicable):** $

## **Year 4 (if applicable):** $

## **Year 5 (if applicable):** $

## **Estimated Total Project/Program Budget:** $

**If applicable, list any project/program partners that you have/intend to have for this initiative and, in a sentence or two, what role they will play.**

# **Project/Program Details**

## What is the issue you want to address or the change you want to make? What do you hope to learn from this work? Where applicable, describe community you aim to serve and geographic area and include a few significant statistics or examples.

(Suggested word length: up to 300 words)

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## Broadly speaking, what activities or actions are you thinking about or planning as part of this project or program?

(Suggested word length: 175–250 words / point-form is fine)

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## In what ways do you engage with the community you serve? I.e., how do you incorporate feedback from and communicate with stakeholders?

(Suggested word length: 150–200 words)

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**Supporting Document**

If you have a short supporting document (less than five pages) that helps to further describe your program or project, you may upload it here.