

# 2020 Community Initiatives Funding Letter of Intent (LOI) Submission Guidelines

Applicants must submit a required letter of intent to be eligible to submit a project application. All submitted proposals will receive electronic feedback from one of the three Coalitions for Health Improvement and be invited to attend an optional feedback session. Project applicants will not be required to incorporate suggested feedback, but it is encouraged.

Although a letter of intent is required, it is not binding. The information allows for bi-directional feedback between the applicant(s) and the community or communities they wish to serve.

Following the Letter of Intent submission and review process, applicants will be notified if they are eligible to submit a project application.

Questions? Contact [sahara.suval@cdhd.wa.gov](mailto:sahara.suval@cdhd.wa.gov)

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## Applicants will be asked to provide the following information:

- Project title
- Needs Statement: Why is this project necessary? What problem or need do you hope to address with this proposed project?
- Brief Project Description: Please describe your proposed project, including partner involvement, if any
- Brief description of your plan for evaluating and measuring success of your project

## To submit an Electronic Letter of Intent:

1. Go to <https://www.surveymonkey.com/r/CFD8CSK>
2. Complete all questions on form – this is your electronic Letter of Intent
3. Submissions must be received by September 9, 2020 at 5:00 pm.
4. **If you cannot access, or are having trouble accessing the submission link,** please contact Sahara Suval, [sahara.suval@cdhd.wa.gov](mailto:sahara.suval@cdhd.wa.gov) for assistance.

**All Letters of Intent must be received by 5:00 pm on September 9, 2020**