

**United Way-Thomas Jefferson Area**  
**January 27, 2012**

**United Way Grant Letter of Intent FY 2013**

**The initial phase of the FY13 United Way grant process begins with a 2-page Letter of Intent due electronically no later than February 20, 2012 at 4pm to Lisa Frazier [lfrazier@UnitedWayTJA.org](mailto:lfrazier@UnitedWayTJA.org). Organizations submitting a Letter of Intent should make sure notice of receipt is received.** Please note: February 20, 2012 is a federal holiday and the United Way office will be closed. Letters of Intent may also be submitted prior to February 20, 2012.

To be eligible to submit a Letter of Intent, organizations must meet the United Way's Conditions of Eligibility. In preparing a Letter of Intent, United Way Grant Guidelines should be considered.

**If you desire technical assistance when preparing your 2-page Letter of Intent, contact Jon Nafziger, Vice President for Community Initiatives, at 434.972.1713 or [jnafziger@UnitedWayTJA.org](mailto:jnafziger@UnitedWayTJA.org).**

Required elements in the Letter of Intent:

- Impact area and priorities
- Program name and description
- Partnering organizations
- Specific projected outcomes and measurement plan
- Total project budget and period of time
- Amount requested
- Agency contact name, phone and email

Agencies and collaborating partners should submit only one Letter of Intent per project/program, even if it addresses more than one impact area. One organization should be identified as the lead agency. Agencies may submit or be included in more than one Letter of Intent for distinct projects/programs.

Letters of Intent are limited to two pages and may be single-spaced. Letters should use 12-point font and have one inch margins.

**Organizations that are invited to submit a grant proposal will be notified by March 5, 2012. Notification will be sent to the contact person included in the Letter of Intent.**