Appendix A

Letter of Intent
Applicants will submit a Letter of Intent to the License to Give Trust Commission giving an overview of their grant proposal as a part of the initial review process**.** Complete the standard Cover Sheet and answer all questions within three typed pages (using not less than 11-point font and one inch margins on 8.5 x 11 paper). Submit a hard copy of these documents, with attachments, in order to be considered for funding.

The Letter of Intent Must Include:

At the top of the first page:
Name of Applicant Organization
Project title
Name of Lead Staff for Project
Amount Requested Total Project Costs

Is this a continuation of a previous project?
If so, what was the Project Number?

Narrative
1. Project Description
    a. Provide a brief (200 words maximum suggested) description of your project.
    b. Explain how your project will increase organ, eye and tissue donation, and increase the number of Actionable Donor Designations (ADD). ADDs include sign-ups in the NC Donor Registry and signed Donor Cards and/or encourage Advance Care Planning or End-of Life Care, including discussions about organ, eye and tissue donation. Specifically, provide in the narrative, how you would use general education and community outreach to increase ADD's.
    c. Provide at least one specific metric which will be used to determine the effectiveness of the project. It is desirable to have a pre grant period benchmark with a desired goal to positively impact the pre-grant period benchmark.
2. Project Summary
    a. What is the opportunity, challenge, issue or need that this project intends to address? Is there documented evidence to support the need of this project? If so, provide the specific evidence to support the need of the project.
    b. Explain the importance of the project to North Carolina why this project has a statewide or a particular regional impact?
    c. What key activities are planned during the grant period?

   d. Describe the community to be served, including the population and geographic area. Specifically, address if the grant targets multicultural populations.
   e. If your project is collaborative in nature, let us know what other community resources or organizations are involved in the project, and what is the status of their engagement and commitment? Submit a Commitment Letter (Appendix D) from each collaborating organization and include them with the Letter-of-Intent.
3. Project Rationale
   a. Why is the proposed project the most appropriate and effective strategy to address the opportunity, issue or need stated above?
   b. Explain how this project meets the letter and spirit of the License to Give Trust Fund.
4. Impact
   a. Who will benefit and what will be changed by this project?
   b. What are the primary objectives you expect to accomplish during the course of the grant funding?
   c. What metrics will be used to demonstrate the effectiveness of the project in achieving the primary objectives? Specifically, describe how you would measure the success of the activities?
5. Organization
   a. Describe why your organization is capable of successfully implementing this project including specific expertise/experience with similar initiatives? Specifically, describe the skill sets of the individuals that will participate to make the project successful.
   b. How does this project relate to your organization's mission and goals?
6. Project Budget
   a. Identify the amount of funding requested and specify how they will be used in the project? Why is a LTGTF grant-in-aid important to this project?
   b. Identify if other funds are necessary for this project to meet the expected outcomes. What is the status of these funds (already committed or awaiting approval)? Specifically, identify all other funds and provide the amount and source of other funds that have been secured.
   c. If the project is expected to continue beyond the grant period, how will it be funded? What is the long-term sustainability of this effort?
   d. If you are requesting multi-year funding, state the amount of second year funding being requested and why second year funding is critical to the success of this project.

Attachments Required

*Standard Cover Sheet (See Appendix C)
*Commitment Letters (See Appendix D)
*Grant Performance Evaluation Worksheet #7 (Appendix E)

(The Yellow highlighted area is information that should be completed and submitted with the initial LOI Application Process. This form would be submitted with the Letter of Intent.)

*Proof of non-profit entity status

*The Latest Submitted 990 Form