



GRANT LETTER OF INTENT FORMAT

Cover Page Text, please include:

1. Letter Date
2. Organization's name and contact information (full address, including mailing address, if different, and telephone, fax, and Web address)
3. Organization's federal tax-exempt number
4. Contact person's name, title, and contact information (telephone, fax, e-mail)
5. Dollar amount of this funding request
6. Total project budget

Letter Text: In a maximum of two pages, please include:

1. Purpose of this funding request. Please describe:
 - a. The issue/need you are addressing
 - b. The target population, number of individuals, and geographic area that will benefit from this proposal
 - c. What you hope to accomplish (outputs and/or outcomes)
 - d. How you intend to accomplish the above
2. Names and brief description of roles of partners on this project (if applicable)
3. Brief organizational history and brief description of previous years' accomplishments
4. Signature of executive director/president
5. How funder's contribution will be recognized

Required attachments:

1. List of current funders for this project and amount of support
2. Project budget

Send all applications electronically to grants@turkishculture.org

Any supporting material not suitable for electronic format can be mailed to the address below.

Please note that sent materials cannot be returned.

Turkish Cultural Foundation

P.O. Box 611
Bedford, MA 01730