

## Computer Career Accelerator Fund for Carbon County Letter of Intent information Deadline: Friday, February 25, 2022 by 5:00 PM

Your Letter of Intent (LOI) should be a brief outline of the program you are proposing, with information about leadership and programmatic partners. The details and partners do not yet need to be confirmed.

LOIs will be reviewed, and some will be selected to receive a microgrant of \$1,000 so you may expand your LOI into a full proposal. At this step in the process, you can confirm your program details and partners and reshape anything, if needed.

## Letter of Intent Required Information:

- Contact Information for applicant organization who will be taking the lead on this program.
- Proposed program outline
  - Brief description
  - Carbon County footprint served (age, area, number of people)
  - o Timeline
  - Estimated total budget (this may change for your final proposal)
  - Does this program exist already or is it new?
- Potential and/or confirmed partnering organizations

Letters of Intent should not exceed 3 pages. Your completed LOI and any optional supporting materials should be emailed to <u>director@cccfoundpa.org</u> by 5:00 PM on Friday, February 25, 2022.

If you have questions or would like to discuss your proposed program prior to submitting an LOI, please contact:

Carbon County Community Foundation Sharon Alexander, President 610-730-2526 or director@cccfoundpa.org

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