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|  | **2019-2020 Watershed Institute Grant Program** Project Grants Letter of Inquiry (LOI) Form |

Type your responses into this Word document form and save the file, preferably as a PDF. Email the saved form to **kray@thewatershed.org** with “[your organization’s name] LOI” in the subject line, along with scanned copy of the IRS determination letter that confirms your organization’s 501(c)(3) tax-exempt status **by 5 p.m. on August 2, 2019.**  If you can’t find a copy of your determination letter, call the IRS at 877.829.5500 and plan ahead as it may take weeks to receive a new one. Visit The Watershed Institute’s website ([www.thewatershed.org/current-institute-grant-cycle](http://www.thewatershed.org/current-institute-grant-cycle)) for the grant program description and eligibility requirements.

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| Name of Applicant Organization: | | | | Federal Tax ID Number: |
| Mailing Address: | | | | Phone Number: |
| City: | | State: | Zip: | Email Address: |
| Name and Title of Principal Contact: | | Website: | | |
| Title of Project (max 10 words): | | | | |
| Amount of WI Grant Funds Requested (max. $8,500): | In-kind Matching, estimated dollar value (encouraged but not required): | | | Total Project Cost: |
| Goal: What is the goal of this project? List a maximum of 3 goals. | | | | |
| Need: Explain the environmental and/or community need for this project. Describe how it is different than similar programs and/or how it will build on existing programs, if applicable. (max 250 words) | | | | |
| Eligibility: How does this project implement the Actions listed in the Grant Program Announcement? Specify the relevant Action/s. (max 150 words) | | | | |
| Budget Description: Briefly describe the major components of this project for which you are requesting funds (e.g., staff time, printing costs, travel costs, project supplies, etc.). (max 150 words) | | | | |
| Work Plan: Include a brief timeline (bulleted list) of project activities between Dec. 2, 2019 – Dec. 11, 2020. For example, meet with planning committee – Jan. 2020 | | | | |
| Mission: Briefly describe the mission of your organization and how this program fits into this mission, as well as existing programming your organization offers (if applicable). | | | | |
| Outputs: List 1 - 3 specific direct results from the above activities. Use bullets. For example, # of events held, # of anticipated participants, etc. | | | | |
| Outcomes: Who (the environment, your organization, and/or an identified target audience) is expected to change as a result of this project and how? List 2 - 3 outcomes. For example, event participants will have increased understanding of green infrastructure maintenance (short-term) or our organization’s future restoration plans will consider climate change impacts (long-term). | | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | Name | Signature | Title | Date |   Signature: (person authorized to enter into grant agreements on behalf of organization, e-signatures accepted) | | | | |

If you have questions about this application, eligibility, etc., contact The Watershed Institute Resource Center Coordinator at:

Kimber Ray

609.737.3735 x27

[kray@thewatershed.org](mailto:kray@thewatershed.org)

[www.thewatershed.org/resources](http://www.thewatershed.org/resources)

The Watershed Institute

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