

LETTER OF INTENT FORMAT

2022 Project Grants

Max Bell Foundation

General Instructions

If at any time you would like to download this form to work on off-line, simply click "Question List" above. Once completed, you can return to this form and cut and paste your answers in.

Max Bell Foundation invites potential partners to begin the application process by submitting a Letter of Intent (LOI). We review LOIs to assess the extent to which they align with our purpose and granting guidelines. When the alignment appears sufficiently strong, we invite a full proposal.

The following tips might be useful to you:

- By far the most common reason the Foundation declines Letters of Intent is because they do not align with our purpose or granting guidelines. Applicants are encouraged to review the Foundation's website before submitting.
- The Foundation supports projects, not ongoing work. A project in this sense identifies a clear, measurable objective that a team sets out to achieve over a specific period of time. A proposal for a project includes a description of the set of resources and sequence of activities that are planned to achieve *only* that objective.
- The Foundation supports projects that aim to inform public policy choices. The more clearly applicants identify the public policy choice(s) the proposed work will inform, the more likely they are to be invited to submit a full proposal.

Project Overview

Project Name*

Character Limit: 100

Duration (in months) of Proposed Project*

Character Limit: 250

Amount Requested from Max Bell Foundation*

Character Limit: 20

Total Project Budget*

Character Limit: 20

Program Area*

Please indicate which Program Area best describes your project:

Choices

Health & Wellness

Environment

Education

Special Project (For internal use only)

Project Details

Please consider Questions 1(a) and 1(b) together but answer them separately

1a) Desired Policy/Practice Change*

What change(s) to public policy will the project help create? Please be as specific as you can. As a reminder, our working definition of public policy is:

Public policy refers to official decisions that guide the activities of governments at the local, municipal, provincial, or federal levels.

For example, public policy decisions can be expressed as legislation, resolutions, regulations, by-laws, appropriations, court decisions, etc.

Public policy refers not only to decisions, but also the programs and administrative practices undertaken by governments.

Character Limit: 2500

1b) Problem Definition*

If that change to public policy were to happen, what social and/or environmental problem would be addressed? Who is impacted by the problem, and how? Where possible quantify your answer.

Character Limit: 2500

For example:

1a) Reduce the speed limit on residential streets by 20%.

1b) The number of motor vehicle accidents on residential streets would be reduced by 10-15%, significantly reducing risks of physical harm to all residents, reducing damage to property, and reducing cost pressures on automobile insurance.

2) Objectives and Activities*

What would the project do that would help create the change(s) identified in (1a) above? List the specific objectives the project would achieve, and briefly describe the activities that would lead to their achievement.

Character Limit: 2500

3) Explanation*

Help us understand the thinking behind the plan. Briefly explain how achieving the objectives identified in (2) above would lead to the public policy and/or practice change identified in (1a) above.

Character Limit: 2500

4) Assumptions*

What are the most important assumptions you are making in linking the proposed activities to the achievement of policy and/or practice change?

Character Limit: 2500

5) Mission Alignment*

How does this proposed project align with your organization's mission?

Character Limit: 2500

Budget Summary

Please give a project budget breakdown. This should be the budget for the entire project, not just a breakdown for the amount you are requesting from Max Bell Foundation. Please use the following categories:

Personnel:

Character Limit: 20

Contracts:

Character Limit: 20

Travel:

Character Limit: 20

General and Administrative Expenses:

Character Limit: 20

Other (please specify):

Character Limit: 20

Total Project Budget:*

Character Limit: 20

Additional Materials

Annual Report*

Please upload a copy of your most recent Annual Report.

File Size Limit: 15 MB

Audited Financial Statement*

Please upload a copy of your Audited Financial Statements.

File Size Limit: 10 MB

*Use the "Save" button to save your application and return to it later. Use the "Submit" button when you are ready to send your application to Max Bell Foundation.