

LETTER OF INTENT

Dear Interested Applicant,

In order to streamline the grant funding request process, the Community Preservation Committee (CPC) requires each interested applicant to submit a very brief one-page Project Eligibility Letter of Interest.

Letters of Interest must include the following:

- Project Name or Title
- A brief outline of the project
- Estimated Timeline
- Funding Request Amount
- Partnership Information (i.e. Non Profit Organizations, Federal, State or Local Entities)
- Secured Funding (i.e. Donations, Other Grants etc.)
- Applicant Contact (Name, Address, Phone, Email)
- Primary Contact (if different from Applicant) (Name, Address, Phone, Email)

Your Letter of Interest will be distributed to all the CPC Members for initial review. If the Committee chooses, they may vote to recommend the letter of interest to move on to the application stage during the public hearing or they may request additional information to further the request. If the letter of interest is recommended to move forward by the CPC, an application shall be submitted along with specific required documentation (see Application Checklist-Page 10).

Interested applicants are encouraged to contact the CPC Project Coordinator with any questions regarding the Letter of Intent at CommunityPreservationCommittee@town.barnstable.ma.us.

Thank you,



Lindsey B. Counsell
CPC Chair