

Letter Of Interest (LOI) Guidelines

To apply for funding through the Sea2Earth Fund, please provide a Letter of Interest (LOI) that addresses the following topics. The LOI should be no more than 2 pages, 12-point font, and top, bottom and side at 1/2" margins.

Tell us about your organization

- Name, location, and mission

- Staff profile – number and makeup

- If all volunteer, please provide a link to your Board.

- A very brief history and accomplishments to date

- Annual revenue and expenses

- Tax ID number - and form number filed annually with the IRS.

Project Information - Tell us a bit about your proposed program or project:

- Project title, overall goals, and target audience.

- Community needs or issues your program/project intends to address.

- Anticipated project activities, outcomes, and measures which will be used to evaluate success.

- Key staff, volunteers, and/or partner organizations.

- Any special circumstances which give urgency to providing the requested funding.

Overall project budget and dollar amount requested from the Sea2Earth Fund.

Other funding sources that are contributing to your program/project.

Time frame for carrying forward the project.

Contact Information:

- Lead contact name, email address and phone number.

- Organization's mailing address.

- Website address if established.