



Department of Neighborhoods • Neighborhood Matching Fund

2009 Letter of Intent to Apply to Large Projects Fund

(for requests greater than \$15,000 – up to \$100,000)

Instructions:

- Read the Neighborhood Matching Fund (NMF) Guidelines.
Respond to all questions on separate 8-1/2 x 11 sheets of paper (number your responses)
Limit responses to two pages plus attached workplan and budget.
Submit by 5:00 p.m. on or before Monday, February 2, 2009

Note: This is not a full application. It is the required first step for applying to the Large Projects Fund.

- 1. Project name – no more than six words.
2. Location – Indicate clearly the project address with zip code and/or location
3. District and Neighborhood
4. Summary of project
5. Background of project
6. Budget information
7. Workplan
8. Person submitting Letter of Intent – name, address/zip code, day phone, and e-mail address.
9. Applicant organization name, chair’s name, address/zip code, and day phone

Submit LOI information to:

Table with 4 columns: HAND DELIVERY, U.S. POSTAL SERVICE, FAX, and EMAIL. Contains contact information for the Department of Neighborhoods.

For more information, call the Department of Neighborhoods at 206-684-0719 or visit our web site at www.seattle.gov/neighborhoods/nmf





