

WE RECOMMEND THAT YOU FIRST READ THROUGH THIS LETTER OF INTENT (LOI) GUIDE BEFORE COMPLETING THE LOI.

GENERAL COMMENTS

This is a step-by-step guide for completing your LOI for Vancouver Foundation. We appreciate the time and effort you take to prepare your submission and hope this guide will make the process easier.

Vancouver Foundation may share your LOI and information about your organization's work with our staff, donors, advisors and community partners.

Given that the LOI is a general form, we recognize the level of detail you provide will depend on the nature and scale of the project. Some questions may not apply to your project.

COMPLETING THE LETTER OF INTENT

Applicant Organization Legal Name

Provide the full legal name of the applicant organization. This is the name that appears on its incorporation and registration documents. If your project involves multiple partners, please ensure the information listed here is for the organization that is registered as a charity with the Canada Revenue Agency.

Registered Charity Number

This is the official business registration number issued to your organization by Canada Revenue Agency, which confirms your status as a federally-registered charity or qualified donee. It is a 13-digit number as follows: XXXXX XXXX RR XXXX.

Applicant Organization Contact Information

Provide the registered charity's main mailing address, including the postal code. Also provide the organization's phone number, fax number, e-mail and website.

Grant Contact Person

Identify the contact person for purposes of this LOI. This person should be able to speak, in detail, to the project narrative and budget, and serve as the main contact for Vancouver Foundation.

Start Date and End date

Indicate the anticipated start and end dates for your project in the format of mm/dd/yyyy.

Executive Director or Senior Staff Person

Indicate only one Project Leads name and title.

Project Leads

We encourage a genuine partnership and equal involvement in the design of the research project between a lead researcher and a lead community representative. At least one of the project leads must have access to an ethics review board.

Research Team

This refers to all members of the research team, including the leads. A maximum of two co-lead researchers is allowed. Otherwise; do not limit the size of the research team. A graduate student may be a co-lead researcher. **A graduate student may NOT be the sole lead researcher or paid from the Vancouver Foundation funded grant if listed as co-lead researcher.**

Project Outline (limit - 2 pages)

Please upload a brief outline describing your project. Ensure the document is no more than two pages in length, single-spaced, with a 12 point (minimum) font.

Your outline should contain the following information:

- 1) Introduction to your organization
- 2) Statement of the issues or community priorities that the project will address
- 3) Concise description of the activities to be undertaken

Project Budget (limit - 2 pages)

Please upload an itemized project budget with all potential expenditures and a breakdown of confirmed and potential revenue.

Total amount requested from Vancouver Foundation

Ensure this figure matches the total amount requested from Vancouver Foundation in the project budget.

Please use the budget template that has been provided. In completing the budget section, please refer to the following:

EXPENDITURE:

Project budgets must be balanced and reflective of realistic costs associated with expenses.

If you are applying for multi-year funding, please complete the columns that apply to yearly project costs. If you are not applying for multi-year funding, please disregard the columns for years two and three. Specify the amount of funding from Vancouver Foundation allocated against yearly project costs.

Research Team Members - Include salaries and benefits for research team members to be hired to work on the project (*e.g. research assistants, graduate students*). Please describe the qualifications for each position and clearly show your calculation of salary costs (*e.g. rate, hours per week, number of weeks, benefits*) *e.g. 120 hours @ \$20 per hour plus benefits at 14% = \$2,736*). Graduate students listed as co-lead researchers are not eligible for salary from the Vancouver Foundation funding.

Researchers - Vancouver Foundation will not contribute to the salary costs of researcher/s that are full-time faculty member/s or full-time salaried researcher/s. Researchers working strictly in a clinical setting may request a contribution for release time of up to 1 day/week (20% of salary). Vancouver Foundation will contribute up to 2.5 days/week (50% of salary) of costs associated with buy-out time of lead community representatives from the non-academic, not-for-profit sector. In both these cases, a letter must be included from the organization/institution providing the rationale, and confirming that he/she will be released on full salary; that a replacement (other than an existing staff member) will be hired, and outlining the specific responsibilities of the relief person.

Graduate Student/s - Please include details if a graduate student is being hired to work on the project, and they are/will be receiving any additional financial remuneration such as a scholarship, award or stipend. List the source of funding and amount.

Services/professional fees - Please list additional services and/or expertise that you must hire outside of the contribution provided by the research team. This might include statistical consultation, video editing, training, or translation services. Describe the qualifications for each position or service, and clearly show your fee calculation (*e.g. rate, hours per week, number of weeks, etc.*).

Supplies/materials - Include all expendable supplies (*e.g. audiotapes, survey forms, and postage, refreshments for meetings or interviews, and office supplies*).

Telephone - Long distance charges where applicable.

Travel - Include travel costs necessary to participate in research or knowledge transfer activities at multiple or community sites. This may include travel for research team members and/or lead researcher/s, or participants (if not covered in honorarium).

Knowledge Transfer - Describe what activities will be undertaken to share the results locally and beyond.

Participant Honorariums - If participants will receive remuneration for the time contributed to the research project, include an estimate of the number of people, the amount of the honorarium, and the number of times that they will be compensated (*e.g. 50 participants @ \$50 per meeting x 2 meetings*). Travel should be included under the travel category above if it is compensated in addition to the honorarium. Compensation for other costs such as child care can also be included here.

Costs to Access Data - If your project will require that you pay a fee to access data from any source, please include the estimated amount.

Other - Include such expenses as non-recoverable HST, or other amounts that do not clearly fit within the categories provided. Some projects have very specific requirements and this template allows you the opportunity to justify unusual items.

Total expenditure - Add all costs to determine the total amount of the project. If this project will be co-funded, please indicate the portion of the costs allocated from the requested Vancouver Foundation funding in the last column.

REVENUE:

List each source of anticipated revenue contribution. Under **Confirmed**, indicate the amount that is confirmed for each source at the time of LOI. Provide the name and telephone number of each funding contact.

List the sources of confirmed in-kind contributions separately from cash contributions.

Vancouver Foundation must be confident that the project can be successfully completed and that all necessary resources are available before we will release funds for approved projects. When additional funding or in-kind contributions are required, and still pending, it is our policy to approve a grant on the condition of sufficient funding to proceed.

Under **Organization's Contribution**, separately indicate contributions from donations/fund-raising and in-kind contributions. Put a cash value on those in-kind contributions for which you can assess a market value. Remember that in-kind contributions should be reflected in your expenses (i.e. overall revenue should equal overall expenses to produce a balanced budget).