

SARATOGA ARTS

ARTS CENTER | ARTS COUNCIL

COMMUNITY ARTS GRANTS

2017 SAMPLE LETTER OF INTENT

Please Submit Electronically By September 15, 2016
To: grants@saratoga-arts.org

YOUR ORGANIZATION'S LOGO HERE
(Please use letterhead if possible)

Your Name
Organization / Government Department Name (if applicable)
Organization Address
Organization City, State Zip
Organization Phone

Date

Dear Mrs. Wait,

This letter is to announce organization's or artist's name intention to apply for a
grant type (Name specific grant program and type) for the 2017 grant cycle.
We / I plan to propose a project, tentatively called, tentative program title. Our
organization's Executive Director supports our decision to apply for funds and will be
assisting in our fundraising efforts.

Sincerely,

(Signature)

Your Name
Your Title
Your Email Address