

# SARATOGA ARTS

ARTS CENTER | ARTS COUNCIL

## COMMUNITY ARTS GRANTS

### SAMPLE LETTER OF INTENT

Please Submit Electronically By September 15, 2017  
To: [swait@saratoga-arts.org](mailto:swait@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 2018 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