

**WV Developmental Disabilities Council**  
**Letter of Intent for Proposal**

**\* OPTIONAL \***  
**FY 2012**

**I. Purpose**

The **Letter of Intent** provides the potential applicant for grant funds an opportunity to outline a possible proposal and receive preliminary feedback on that idea.

**II. Content**

The **Letter of Intent** must be typewritten and not exceed **two pages** in length. The following outline is to be followed:

- A.** Identification of the **issue** (e.g., self employment) for which the organization is interested in making an application.
- B.** Description of the **goals and key objectives to be accomplished** in one year. Description of goals and objectives planned to be accomplished in subsequent years (one or two additional years) if they are necessary for the completion of this project.
- C.** Identification of the **anticipated methods to be used** to carry out the project including collaboration with other community organizations. Description of how the results of the project will benefit people with developmental disabilities in achieving greater independence, inclusion, productivity and gain greater control over their own lives in their communities.
- D.** Summary of the **anticipated budget** for the project for one year.

**Note: Feedback will be given only to those Letters of Intent Received by May 27, 2011.**

**WV Developmental Disabilities Council**  
**110 Stockton Street**  
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