

Ashtabula County CIVIC DEVELOPMENT Corporation



Dearest Ashtabula County Advocate:

Planning is underway for the 2020 Civic Development Corporation of Ashtabula County (CDC) Campaign. In advance of soliciting applications for projects, CDC is collecting the most pertinent information from organizations that are considering applying to receive grant funds from our 2020 Campaign. If you abstain from submitting a Letter of Intent (LOI) at this time, CDC will not disqualify you from submitting a formal application later (due in June 2019). By providing rationale and supporting documents for your upcoming application today, this will help CDC plan and shape the campaign. Organizations submitting a LOI now will be given a bonus score in the final project ranking process. Please know that Information provided in the LOI can be modified in the full application as needed. The following questions *do not* seek detailed project specifications and projected costs. Rather, these questions are aimed at providing us with the reasons you feel the proposed project is important for your organization, the people you serve, Ashtabula County and surrounding communities as a whole. We would appreciate your response by February 28th, 2019. Responses should be both mailed **and emailed** to:

Amanda Tirotta, CDC Executive Director

info@CivicDevelopmentCorp.org

P.O. Box 131

Ashtabula, OH 44005-0131

Your Letter of Intent should address all the following:

1. Organization name and contact information.
2. Proposed Project Name/Title.
3. If more than one project is being proposed, please provide a ranking to communicate the priority this project has within your organization.
4. Please provide a general description of the proposed project.
5. Why is this project important to your organization?
6. How will this project impact the community(ies) you serve?
7. Has this project been discussed by your governing board? Are there individuals who are championing this project?
8. Are there potential donors who have expressed interest in helping make this project a reality? If so, can you disclose the names of these donors either now or upon final submittal of the application?
9. If any budget estimates have been developed for the project, please attach. If not please provide a range for the estimated total cost and an amount you would request from CDC.
10. Please describe the target market(s) that you feel would be likely to support this project (for example families with young children, seniors, environmentalists, etc.) Why? Be as specific as possible.
11. Assuming the project is included in the campaign and successfully implemented, how would you evaluate the impact the project has had two years after completion?

Thank you for your thoughtful input. Please call Amanda at 440-992-2336, if you have any questions.

Sincerely,

Civic Development Corporation of Ashtabula Co.