

2024 Letter of Intent Template

Minnesota Department of Natural Resources; Minnesota Lake Superior Coastal Program

The LOI should be no more than two pages (1-inch margins, font size 11) plus map(s) of project location.

Please include the following certification in the body of the email, when submitting a letter of intent.

By submitting this application, I agree to the following certifications.

- I have the authority to apply for this grant.
- I have disclosed any actual or potential conflicts of interest.
- I am submitting this application without collusion; with and without any agreement, understanding or planned common course of action with any other responder of materials, supplies, equipment, or services, designed to limit fair and open competition.
- The contents herein are true and accurate.

Include the following information in your Letter(s) of Intent. Before submitting, delete these instructions and all italicized text.

To: Minnesota Department of Natural Resources

Re: Minnesota's Lake Superior Coastal Program's 2024 Annual Notice of Grant Opportunity

Funding Opportunity: Administrative or Coastal Resource Improvement Project

From: Applicant name **SAM:** Unique Entity Identification Number

Project Manager: Name, Title, and Contact Information (email and phone number)

Project Title (*concisely describe your project*)

Coastal Zone Management Act goal: (e.g., Coastal Habitat; Coastal Hazards; Water Quality; Public Access; Coastal Community Development; or Coordination and Public Involvement)

Proposed Project Start: (not before 8/2024) **End Date:** (not after 11/2025)

Estimated request amount: (not more than \$100,000 or \$150,000)

Project Description

(Describe the project, include the problem/topic this project will address.)

Proposed work, approach, and anticipated outcomes

(Summarize the proposed work, approach, and anticipated outcomes. Include a timeline.)

Proposed Spending Categories: briefly explain how you expect to spend the grant dollars (e.g., pay for personnel, contract for construction, purchase equipment, pay for land acquisition. See Notice for allowed budget categories.)

Expected amount of match and source: (detailed budgets not needed until the full application phase)

Partners

- *List partners, and their roles/responsibilities*

Map(s) of Project Location