

LETTER OF INTENT (LOI) CRITERIA SAMPLE

LOIs must be no more than 2 pages in length in Times New Roman 12-point font, single spaced, with 1 inch margins and uploaded as a PDF. LOIs MUST be submitted in this format and within the page limit specified in order to be considered. Applicants may only submit one LOI during this funding cycle.

Narratives must:

- Clearly define the community to be served.
- Identify the need in the community that the proposed program will address.
- Include goals, objectives, activities, and anticipated outcomes of the program.

POOR LOI Example:

- Incorrect font
- Incorrect margin size
- Did not use provided template
- Not single spaced
- Narrative criteria not met

Dear Lance Armstrong Foundation Review Committee:

My organization provides critical services to cancer survivors across our entire state. There are a lot of services that cancer survivors need to become successful with their lives post treatment. Our state has thousands of cancer survivors who need help with a variety of issues. Our organization provides transportation and wigs to cancer survivors who are being treated at the Mid-Town Cancer Center. Our organization would like to have a fundraiser to support cancer survivors in our area and need start up money to purchase materials for the fundraiser. We think we'll have about 100 people attend a walk at our local park and would like to provide t-shirts and water bottles to survivors and their families. We hope that you will consider funding our project and will be submitting multiple applications to your organization as we have many projects that need funding. Please call me at (XXX) XXX-XXXX if you have any further questions about our organization.

GOOD LOI Example:

- Correct font
- Correct margin size
- Used provided template
- Single spaced
- Clearly defined need and narrative of program

TITLE: Support for Cancer Survivors**Community:**

Our community includes over 4,000 lung cancer survivors who are mostly low income, uninsured or underinsured and have small children who need psychosocial support that live in the areas around the Metropolitan City. There are over 40,000 cancer survivors in our city and we have ten (10%) who are lung cancer survivors. Thirty-six (36%) of these lung cancer survivors are Caucasian, however forty-four (44%) are African-American, ten (10%) are Latino, and ten (10%) are Asian-Americans who live in low income housing (Census Data, 2000).

Need:

There is a clear need for services in our lung cancer survivor community who have so many barriers to care. Transportation, housing, food assistance and workplace discrimination issues are all areas that survivors have facing them in Metropolitan City. In a survey completed last year, with ninety-nine (99%) completing the survey (n=3,960), they all reported having social support concerns, transportation barriers, insurance barriers, legal issues and psychosocial challenges after cancer treatment. Currently there is only one organization in our area providing a monthly support group to female breast cancer survivors in our area and they have a 3 month waiting list for attendees.

Program Design:

Our program will provide counseling, transportation and food assistance to over 1,000 lung cancer survivors in the Metropolitan City area. Our goal is to increase the quality of life by addressing psychosocial, emotional and physical barriers to care. Our objectives include improving access to services for 25% of the lung cancer survivors in our area and to increase the number of cancer survivor services from 1-3 new services each year. Our activities include providing 2 vans to take survivors to and from their homes to our facility, to offer support groups once a week for survivors, a monthly legal clinic to address legal issues, a weekly cooking class with a registered dietician, as well as child care and dinner for those attending classes. We anticipate providing pre and post program (end, 30 and 90 days) surveys that will show a clear improvement in the quality of life for these lung cancer survivors, as well as an increase in the number or new services to our area for these survivors who are most in need. Ultimately we hope that these cancer survivors live longer with the support that we can provide through this program and have better long term outcomes and fewer recurrences of their cancer.