

This document provides guidance on preparing a Letter of Intent to submit a proposal for funding consideration by the Investment Agriculture Foundation of BC or one of its advisory committees.

A Letter of Intent is optional and enables you to obtain an initial reaction to a proposed concept or project idea. It can provide you with helpful direction from the appropriate decision-making body prior to committing the resources needed to prepare a comprehensive application. This option will require more time overall as applying then becomes a two-stage process.

What to Include:

Letters of Intent are commonly 1-3 pages in length and include:

Applicant Information:

- > applicant's name
- > contact information (address, phone, fax, email)
- > contact person

Project Information:

- > project title and brief description
- > project objectives
- > brief description of the project approach and activities to be undertaken
- > importance of the project to industry and the expected benefits to industry
- > indication of who would manage and deliver the project and how
- > project timeline (anticipated start and end dates)

Anticipated Budget:

- > budget estimate and funding sources / project partners

Review & Guidance:

Deadlines for Letters of Intent and full applications are the same. Letters of Intent will be reviewed by the appropriate decision-making body:

- > General funding decisions are made by the IAF Board at board meetings.
- > Agri-Food Futures Fund decisions are made by the appropriate advisory committee at committee meetings.

Your Program Manager will contact you to inform you of the decision and discuss the guidance they received.

How to Apply:

Our Program Managers are eager to work with you. They will answer your questions and work with you directly from application development through to final project completion. We encourage you to call on them to discuss your project ideas. Find Program Manager contact information, application forms and additional information on our web site: www.iafbc.ca

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