



## **Letter of Intent to Apply**

If you think your organization is eligible to receive a grant from the Arts Council for Long Beach in the Community Project Grants or Operating Grants categories, please send your Letter of Intent to Apply no later than April 9, 2010 (postmark deadline) to:

Arts Council for Long Beach  
Grants Program  
110 Pine Ave., Ste. 1100  
Long Beach, CA 90802

Letters of Intent to Apply **MUST** include all of the following information on a maximum of 2 pages (not including copy of 501 (c) (3) IRS letter):

1. A description of the organization's mission, objectives, and services.
2. A brief description of the project/program and why you are seeking support from ACLB. What services do you provide? Who delivers these services and who receives these services (include age ranges of participants)? Where is the program held and where is the geographic region you are serving? When (how often) do you provide these services?
3. A brief description of the community needs you seek to address, target audiences who will benefit, and demonstrated ability to meet those needs.
4. The total organization budget, the total project or program budget, and the amount requested from the Arts Council. These budgets do not need to be itemized.
5. A copy of the organization's 501 (c) (3) IRS letter.

We will mail an acknowledgement of receipt immediately upon receiving your Letter of Intent to Apply. If you do not receive an acknowledgement soon after you have mailed your letter, please call the office at (562) 570-1930. The Arts Council for Long Beach is not responsible for lost mail.

If we determine from your Letter of Intent to Apply that your request is consistent with our funding priorities and interests, you will be asked to submit a full proposal. Unsolicited full proposals will not be accepted.