LETTER OF INTENT

SPARK Grant

This page contains a sample Letter of Intent for those considering applying for the Blue Cross Blue Shield of North Dakota (BCBSND) Caring Foundation SPARK Grants. Applicants can submit a Letter of Intent January 1st – 31st for consideration in our spring funding cycle or July 1st – 31st for our fall funding cycle. Letters of Intent should be emailed to [caringfoundation@bcbsnd.com](mailto:caringfoundation@bcbsnd.com). Please place your Letter of Intent on your organization’s letterhead.

**[Date]**

Dear BCBSND Caring Foundation,

**[Name of your organization]** submits this Letter of Intent to notify BCBSND Caring Foundation of our intent to submit an application for the SPARK Grant. The mission of our organization is to **[enter your mission].**

[Your organization] proposes to request program funding for **[title of your project]** in the amount of **[dollar amount requesting]**. With BCBSND Caring Foundation’s generous support it will allow us to **[project goal]** which will positively impact [geographic area of North Dakota].

We’d be honored to submit an application. **[Contact name]** will be our main point of contact for the purposes of the application process and can be reached at **[email]** or by phone at **[phone number]**.

Thank you for the opportunity to apply.

Sincerely,

**[Name submitting LOI]**

**[Job Title]**

**[Phone number]**

**[Email Address]**