

Letter of Intent – Strategically Aligned Granting Ottawa Climate Action Fund

Letters of Intent are to be submitted in response to specific grant opportunities featured on [OCAF's Granting webpage](#). Submissions should not exceed **3 pages** in length.

Organization Information

Date:	
Applicant Organization:	
Primary Contact Name and Title:	
Email:	
Organization Type and Registration number: (Non-profit incorporation number, charitable registration number)	
Which current strategic grant opportunity are you applying for?	

Experience and Expertise Questions

These are meant to be brief questions and answers. Please try to keep responses to **each question** under **100 words**.

Organizational Alignment

How does this opportunity reflect and/or contribute to your own organization or affiliate priorities, expertise or goals? You may describe relevant experience, past projects, subject-matter expertise, and experience working on similar projects.

Experience & Capacity

Briefly describe your organization's capacity to deliver this work. You may mention specific team members, their experience and what their role will be in the project.

Approach & Methodology

At a high level, please describe how you would approach the work outlined in the grant guidelines. Do you anticipate any challenges to deliver on the research? Are there any changes to the scope that you would suggest?

Timeline & Budget

<p>Timeline Include major milestones</p>	
<p>Budget Requested from OCAF</p>	
<p>High-level budget breakdown</p>	<p>For example: Staff time or hourly rate/ data acquisition/ other expenses</p>