# Letter of Intent (LoI)

## UBC Community Engagement - Partnership Recognition Fund

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| --- | --- |
| NAME OF PROJECT FUNDS WILL SUPPORT |  |
| PROJECT TIMEFRAME (DD-MM\_YYYY) | **Start date:**       **End date:** |
| AMOUNT OF FUNDING REQUESTED (up to $1,500) |  |
| In 400 words or less please describe:   1. **Description of project, including what you hope it will accomplish and how it benefits all partners:** 2. **Description of the partnership (who they are, how long you’ve worked together, to what end?):** 3. **Planned expense items and cost estimates**  |  |  | | --- | --- | | Planned Expense Item | Cost $ | |  |  | |  |  | |  |  | | **Total Expenses** |  | | |

## Declaration (Signature or Electronic Signature Required)

I certify that the information given on this application is true, correct and complete in every respect and if awarded the fund, I agree to abide by the established terms and conditions.

I agree to allow the University of British Columbia to use the report and photo(s) I provide on University websites or promotional materials for the fund.

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| --- | --- | --- | --- | --- |
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| **Name of Community Applicant** |  | **Signature of Community Applicant** |  | **Date** |
|  |  |  |  |  |
| **Organization Name** |  | **Email Address** |  | **Address** |
|  |  |  |  |  |
| **Name of UBC Applicant** |  | **Signature of UBC Applicant** |  | **Date** |
|  |  |  |  |  |
| **Unit/Department/Faculty Name** |  | **Email Address** |  | **Address** |

Please submit via email to [community.engagement@ubc.ca](mailto:community.engagement@ubc.ca) with “**CPRF Letter of Intent DD/MM/YYYY**” in the subject line. **Questions?** Contact email us or call UBC Community Engagement directly at 604-822-1770.