Tips for Writing Letter of Intent

Before developing a letter of intent, potential applicants should review the requirements of the NOAA Climate Resilience Regional Challenge on the program website:

coast.noaa.gov/funding/ira/resilience-challenge

If, after reviewing, it is determined this funding opportunity is a good fit, the first step to apply is to prepare a letter of intent. An optional letter of intent template is available on the program website.

- A letter of intent is a logical, persuasive, brief description of your proposed efforts, emphasizing how the project will help make the region more resilient.
- The letter should not be a vague exploration of an idea. Applicants should have already thought through and planned the proposed efforts (including a budget estimate!). The letter should simply present an abbreviated description.
- The letter of intent should be concise, yet engaging. Use words smartly and avoid acronyms and jargon. Avoid flowery adjectives and subjective statements that are not supported by facts.
- Articulate clear goals and outcomes, and make sure all proposed activities support those outcomes.
- Be sure to consider the evaluation criteria that are in the Notice of Funding Opportunity and included separately on the program website; these criteria will be used to evaluate letters of intent.
- Before submitting, have someone unfamiliar with the letter of intent read it to ensure activities and outcomes are clearly communicated.

Contact us at resiliencechallenge@noaa.gov if you have questions. We look forward to learning about your effort!