**\*NEW\* LETTER OF INQUIRY OPTION:**

New this year, SFI is offering an OPTIONAL Letter of Inquiry (LOI) and review period which opens on August 16 and closes on September 15, 2021. This approach creates an opportunity for potential applicants to receive feedback on their initial concept, to focus promising ideas, and determine the merit of generating a full proposal submission. Applicants are not required to submit a LOI, but are encouraged to do so, to help sharpen project objectives, and ensure a strong submission.

The LOI is a short explanation that provides an overview of the applicant’s proposed project for the SFI Conservation Grants Program. All submitted LOI will be reviewed by SFI and feedback provided within five business days to aid in refinement toward a full proposal. To be considered for a grant award, the applicant **must still** **submit a full proposal via** [**SFI’s Full Proposal Online Grant Application Form**](http://www.grantrequest.com/SID_5710?SA=SNA&FID=35031) **by October 22, 2021, 11:59 PM Eastern Time**. Submission of a Letter of Inquiry is not required prior to submission of a full grant proposal by October 22.

Please make sure to review the [2021 SFI Conservation Grants Program RFP Instructions and Criteria document](https://www.forests.org/wp-content/uploads/2021-SFI-CGP-RFP-Instructions-Criteria.pdf) prior to submitting the LOI.

**Instructions for the LOI:**

* The LOI should be no more than three pages in length in an MS Word document or PDF, following these format requirements:
	+ Minimum font size = 11
	+ LOI are preferred in English but may be submitted in French or Spanish.
* Applicants should address all items in the Organizational Information and Project Information Sections below. Applicants can use the template provided below.
* Email your Letter of Inquiry MS Word document or PDF to Rachel Hamilton, Senior Coordinator, Conservation Partnerships (rachel.hamilton@forests.org) by **September 15, 2021**. Please title the email subject line as follows: SFI 2021 Conservation Grant LOI for [LEAD ORGANIZATION NAME]

**LOI Organization Information**

**Lead Organization Information:**

* Lead Organization Name:
* Address :
* What type of organization is this to meet the eligibility requirements?

|  |  |
| --- | --- |
| **Eligible Organization Type (Please select all that apply)** | **Selection****(X)** |
| Registered tax exempt, not for profit organization (e.g., a 501(c) (3) in the U.S. or registered with the Charities Directorate of the Canada Revenue Agency in Canada) |  |
| Indigenous organization and association |  |
| Research, academic, and educational institution |  |
| Conservation, environmental, or community organization |  |
| SFI Implementation Committee |  |

 **Project Manager:**

* Name:
* Title:
* Phone:
* Email:

**List of Project Partners** *(Please note for all SFI Conservation Grant applications and projects, Project Partners must include engagement of at least one SFI-certified organization, and/or SFI Implementation Committee. Additional non-profit, academic, agency or Indigenous partners in addition to the Project Lead organization are desirable.)*

**LOI Project Information**

1. **Project Title**
2. **Project Location: List the applicable states (within the U.S) and or provinces (within Canada) and stipulate if your project is national or binational in scale.**
3. **State which** [**RFP criteria hypothesis**](https://www.forests.org/wp-content/uploads/2021-SFI-CGP-RFP-Instructions-Criteria.pdf) **(more than one may be selected) or past conservation grant or conservation impact research project will be addressed by this project.**
4. **How will your project attempt to test and prove the question(s) posed by the selected hypotheses or build on past conservation grant or conservation impact research project/s?**
5. **Give a description of the project approach and duration.**
6. **Provide a statement of the anticipated deliverables of the project.**
7. **Provide an estimated total budget, including the total amount requested from SFI, and the amount requested from SFI for each year of the project, for a maximum of three years *(SFI understands that funding amounts may differ from year to year to meet the timing of project needs)*. Please see table below:**

|  |  |
| --- | --- |
| **Budget Category** | **Dollar Amount\***  |
| Total estimated budget | $ |
|  |
| Total estimated amount requested from SFI | $ |
| Breakdown per year |  |
| Year 1 | $ |
| Year 2 | $ |
| Year 3 | $ |

*\* Please specify which currency (USD or CAD)*