

New England Biolab Foundation LOI Guidelines

Your LOI should include the following elements. Your responses to the questions below can be brief; in most cases one or two sentences should suffice, unless otherwise noted. Please feel free to present this information in a letter format or simply follow the format below to provide your answers.

1. **Contact information:** Name and title of key contact. Please provide street address, e-mail address, phone number, and web address (if your organization has a website).
2. **Background of your organization:** Please provide a brief paragraph about your organization's history, mission, and geographic area of work.
3. **Brief project description:** In a few sentences, please summarize the project for which you would like to seek support from us.
4. **Project scope:** Where will you conduct the project? Please tell us about the landscape or seascape to be affected by your project.*
5. **Bio-cultural diversity conservation targets and goals:** Tell us about the biological and cultural diversity values of your area. What will your proposed project seek to protect or conserve?*
6. **Critical issues and threats:** What are the issues your project seeks to address? What are two or three of the main threats to your conservation targets?*
7. **Communities involved:** What communities will be involved in the project? How will they participate and benefit from the project?
8. **Project objectives:** Through this project, what do you hope to achieve in the next year? What are your goals over the longer term?
9. **Strategies and actions:** What strategies will you use to achieve your objectives? What is the timeframe for your project?
10. **How does the project relate to the New England Biolabs Foundation's mission and interests?:** Please explain (in one or two sentences) how this project will engage communities in stewardship of a landscape (or seascape) and its associated bio-cultural diversity, ecosystem services, and/or foodways.*
11. **Project team:** Who will be conducting the project on behalf of your organization? Please also mention key partners with which your organization is working.
12. **Budget summary:** What is the total project budget? What is the amount you would like to request from us? What are your other sources of funding or in-kind support? (Please present this information in US dollars.)

**Local applicants (from the North Shore of Massachusetts) preparing LOIs for projects in the area of "artistic expression" do not need to address questions related to bio-cultural diversity conservation, but should, of course, highlight the needs and issues being addressed by the project.*