

Agricultural Management Institute **Letter of Intent Guidelines**

This document provides guidance on preparing a Letter of Intent regarding the submission of a project idea for funding consideration by the Agricultural Management Institute. A Letter of Intent is optional and enables you to obtain an initial reaction from AMI staff to a proposed concept or project idea. It can provide you with helpful direction prior to committing the resources needed to prepare a comprehensive application. Letters of Intent should be written after reviewing the AMI Project Funding Guidelines and Procedures found on the AMI website at www.TakeANewApproach.ca.

A Letter of Intent should include:

- Applicant information including name, contact information and contact person.
- Project information:
 - Project title;
 - Brief description of your project idea or concept. (1-3 paragraphs in length);
 - Indication of how the project meets the project funding objectives and falls under one of the project categories;
 - Project objectives;
 - Brief description of the project activities;
 - Importance of the project to industry and the expected benefits to industry;
 - Project timeline (anticipated start and end dates);
- Anticipated budget:
 - Budget estimate and funding sources / project partners

Review and Guidance:

Letters of Intent can be received anytime by the AMI Office. However, applicants may want to submit their Letters of Intent early to accommodate application deadline submission dates.

All comments received by the applicant from AMI staff are suggestions to assist with the development of the project application. All funding decisions are made by the AMI Board of Directors.

How to Submit a Letter of Intent:

We encourage all applicants to submit their Letter of Intent electronically via the email address below.

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