## Letter of Intent

Texas Department of Agriculture

1700 North Congress Ave., Austin, TX 78701

Sylvia Garrett

Contracted Grant Manager

Food and Nutrition Division

Email Address: Sylvia.Garrett@TexasAgriculture.gov

Dear Grant Manager

Please accept this letter as evidence of (insert the name of your organization)’s intent to apply for a Round 2nd TEFAP Reach and Resiliency Grant award. Currently, we anticipate applying for approximately $ in grant project funding. (Also. a brief statement of the funding request.)

Provide the requested funding in the Expense Category of the Budget Table below.

Budget Table

|  |  |
| --- | --- |
| **Expense Category** | **Funds Requesting** |
| **Personnel/ Fringe Benefits** |  |
| **Travel** **(in-State and out of State)** |  |
| **Equipment** **(Items with more than a $5,000 unit cost)** |  |
| **Materials/Supplies** |  |
| **Contractual** |  |
| **Other**  |  |
| **Direct Costs Subtotal** |  |
| **Indirect Costs** |  |
| **Total Budget** *(direct + indirect)* |  |

The contact information for a primary point of contact is below:

Point of contact name: (Insert)

Phone: (Insert)

E-mail: (Insert)

Address: (Insert)

Sincerely,

(Name)

(Title)

(Organization)