



FOCUSED INVESTMENT PARTNERSHIPS

CAPACITY-BUILDING

Letter of Intent

GENERAL INSTRUCTIONS

1. Read the “Capacity-Building Letter of Intent” and “Partnership Overview” sections (p3) before beginning your application.
2. Use Letter (8½” x 11”) page size in your word processor (and in printing, for the mail-in option). All materials included with the application should be **single-spaced** wherever possible (**unstapled** and **unbound**, for mail-in option).
3. Use an 11-pt type size for the letter of intent and a 10-pt type size for any tables used. Use bullets where appropriate.
4. **The partnership’s Letter of Intent should be completed in 4 pages or fewer.**
5. Avoid color and detail that will not photocopy clearly. Do not use color highlights for text emphasis or in tables because the highlight turns black when the application is scanned. Instead use **bold face** or *italics* for emphasis only.
6. Complete the letter of intent and partnership overview information.

SUBMISSION OF CAPACITY-BUILDING LETTER OF INTENT

Capacity-Building letters of intent must be submitted to OWEB by the deadline of *July 1, 2015* via (1) mail or (2) email. OWEB will not accept a letter of intent that is part PDF and part hard copy.

Option 1 – Mail:

Send hard copy of letter of intent and all attachments to:

Attn: Gretchen Kirchner
Oregon Watershed Enhancement Board
775 Summer Street NE Ste. 360
Salem Oregon 97301-1290

Option2 – Email:

Email PDF of letter of intent and all attachments to:

gretchen.kirchner@state.or.us

IMPORTANT: The email subject line should read “FIP Capacity-Building Letter of Intent”.

Email applications must:

- Be compatible with Adobe Acrobat XI
- Have a maximum file size 20 MB
- Include one PDF document with text recognizable by the computer (not just an image). Use the “Save As” function in Microsoft Word and choose “PDF” from the “Save as type” drop-down menu. If your version of Word does not support PDF, use a conversion program (such as pdfonline.com) to do so.
- For the application Certification, include a second PDF attachment with signatures that is a scan of the originals

When OWEB receives your email, the system will send confirmation of receipt. **Applicants are responsible for checking whether they received confirmation of receipt by OWEB.** If you did not receive a confirmation email, please contact Gretchen Kirchner at 503-986-0105, or gretchen.kirchner@state.or.us.

Questions?

For assistance with submitting applications contact: Gretchen Kirchner, 503-986-0105, or gretchen.kirchner@state.or.us.

OWEB Staff Assistance

We encourage you to contact the program coordinator in your area for assistance in developing your proposal.

Central Oregon (Mid-Columbia region including the Deschutes basin) and Coast –

Juniper Davis, 503-986-0033 or juniper.davis@state.or.us

Willamette and Lower Columbia regions (Astoria to Hood River) –

Until May 26, 2015: Wendy Hudson, 503-986-0061 or wendy.hudson@state.or.us

Starting May 26, 2015: Eric Williams, 503-986-0061 or eric.williams@state.or.us

Klamath Basin, Southern Cascades, and Eastern Oregon –

Eric Hartstein, 503-986-0029 or eric.hartstein@state.or.us

Focused Investment Partnerships – Capacity-Building

Focused Investment Capacity-Building funding is intended to support *existing* partnerships in their pursuit of building their capacity to partner at a high-performing level, and/or generate a new strategic action plan or enhance an existing one for an OWEB Focused Investment Priority. This support includes community engagement and outreach related specifically to these efforts. It does not include conducting new research, monitoring, and/or assessments. *Existing* partnerships are ones that include the necessary and sufficient partners to ultimately implement the partnership's strategic action plan. Partnerships may continue to evolve during the Capacity-Building period, but the core partners should have an existing working relationship prior to submitting a Capacity-Building application. Applicants must also demonstrate a strong commitment to meet Focused Investment Partnership criteria in the future, and clearly identify how this funding will help the partnerships meet those criteria. Note: Receipt of Capacity funding does not guarantee Focused Investment Implementation funding from OWEB.

Purpose of the Capacity-Building Letter of Intent

This letter of intent will provide OWEB staff and the Board with preliminary notice of forthcoming applications to the Focused Investment Capacity-Building grant program. The information provided in these letters will be used by OWEB staff to:

- Initiate contact between OWEB staff and Capacity-Building applicants;
- Provide applicants guidance on program eligibility and the application process; and,
- Coordinate OWEB resources in preparation for full applications.

This letter of intent will be used for planning purposes. It will **not** be used as an evaluative tool in the Capacity-Building application process.

Applicants are required to submit a Capacity-Building letter of intent in order to be eligible to submit a Capacity-Building full application.

Partnership Overview

The partnership's letter of intent should also include the following:

- A name that can be used for the partnership on all related applications, correspondence, and/or agreements. Try to keep the partnership name to five words or fewer;
- The name and contact information for the main point of contact within the partnership who is responsible for communication with OWEB related to this Letter of Intent and future Focused Investment Partnership grant applications;
- The name and contact information for the fiscal agent of the partnership; and
- The authorized signature(s) from each core partner affirming their commitment to participate throughout the proposed grant period (all signatures should be included collectively in the letter of intent, not in separate letters). *Core partners are defined as those who will bring substantial staff and/or resources to the partnership and will lead the implementation of the effort.*

Capacity-Building Letter of Intent

The partnership's letter of intent should be completed in a **maximum of 2 pages double-sided**.

The letter of intent should provide a project summary that describes the partnership and explains what the partnership intends to do with Capacity-Building funding.

This summary should address the following items:

- The OWEB Board-approved Focused Investment Priority(ies) that the partnership intends to address in the future;
- A description of the geography that the partnership and its programmatic restoration focus area will encompass (**REQUIRED: Attach a color map(s) that illustrates this geography**);
- An explanation of how long the partnership has been working together and the challenges around which the partnership originally formed;
- The partnership's vision statement and goals; and
- A very brief description of the context, challenge(s), and solution(s) defining the partnership's proposed use of Capacity-Building funding.

Note to applicants: Do not attach any materials to this Letter of Intent other than the map(s) listed in the Capacity-Building Letter of Intent section above.