**LETTER OF INTENT**

**Request for Proposals (RFP) for Subrecipients**

**SNAP-Ed at Michigan Fitness Foundation (MFF)**

**Fiscal Year 2024 (October 1, 2023 – September 30, 2024)**

A Letter of Intent (LOI) is *required* for all organizations interested in applying for the Fiscal Year (FY) 2024 Request for Proposals (RFP) for subrecipients.

Use the template below to complete a LOI. **The submitted LOI must be placed on your organization’s official letterhead, include content for all five components listed in the template, and have an original signature of an authorized representative** (electronic signatures accepted).

Electronically submit the LOI (as a Word or PDF file) at <http://snap-ed.michiganfitness.org/request-for-proposals/letter-of-intent> by **4:30 pm EST on March 20, 2023.** LOIs received before March 20 will be reviewed on a rolling basis.

For questions, email: [SNAP-EdAtMFF-RFP@michiganfitness.org.](mailto:SNAP-EdAtMFF-RFP@michiganfitness.org)

**Organization name:**

**Contact person:**

**Phone number:**

**Email:**

**Estimated FY 2024 funding request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Provide a brief (500 words or less in total) summary of the following:**

1. Overview of your proposed SNAP-Ed program, including:

* Anticipated focus community(ies), audience(s), and setting(s).
* How you anticipate your proposed policy, systems, and environmental change (PSE) strategies will work with proposed direct education interventions to increase healthy behaviors and improve supports for those healthy behaviors.

1. How your proposed SNAP-Ed program aligns with your organization’s mission and current and/or future work.
2. Why your organization is well-positioned to do this work in the focus community(ies).
3. Capacity of your organization to do this work and comply with grant program and operations requirements (e.g., staffing, expertise, community relationships/support, existing systems/procedures/infrastructure, other resources, etc.).
4. How your proposed SNAP-Ed program will advance health equity in your focus community(ies) and work to build sustainable community change.

**By signing below, I acknowledge that my organization:**

* Is a public entity and/or receives public money (e.g., a political jurisdiction, parks and recreation department, health department, college or university, public school districts, Indian Tribal Organizations, or other public organizations).

**OR**

Is a nonprofit organization with private cash donations. The cash donations are not given in connection with any endorsements of donors or products related to the nutrition education activities, do not benefit the donor or revert back to the donor, and do not have any restriction on their use.

* Reviewed the [Subrecipient Backgrounder](https://snap-ed.michiganfitness.org/wp-content/uploads/subrecipient-backgrounder-fy23-rfp.pdf) and the [(FY 2024) Request for Proposals (RFP) Process Overview](https://snap-ed.michiganfitness.org/wp-content/uploads/rfp-process-overview-fy23.pdf) and understands eligibility and grant-specific criteria subrecipients.
* Understands that SNAP-Ed at MFF funding is awarded annually and subject to federal funding availability.
* Understands that SNAP-Ed at MFF funding is managed on a **cost-reimbursement basis**. This means that my organization incurs expenses by implementing approved activities, and these expenditures are reimbursed to the organization upon accurate completion of monthly invoices. Expense reimbursement is contingent on MFF approval and will only cover allowable expenses incurred in FY 2024. My organization also recognizes the cash flow management that is required with cost-reimbursement awards.
* If funded, will provide allowable nutrition education, physical activity promotion, and policy, systems, and environmental (PSE) change activities to SNAP-eligible audiences: SNAP participants, low-income individuals eligible to receive SNAP benefits or other means-tested Federal assistance programs, and individuals residing in communities or attending schools with a significant low-income population. Programming will focus on the four Target Audiences that qualify by income, location, geography, and/or retail shoppers served. (Refer to the [Subrecipient Backgrounder](https://snap-ed.michiganfitness.org/wp-content/uploads/subrecipient-backgrounder-fy23-rfp.pdf) for more details on eligible audiences.)
* If funded, will complete approved activities within FY 2024 and will not use subcontractors to complete SNAP-Ed work.

Authorized signer: Print name:

Position at organization:­­­­­­­­­­ Date: