



Letter of Intent

(SAMPLE)

Please note: Through its competitive Grantmaking program, the California Community Foundation supports only agencies serving **Los Angeles County**.

Email completed form and attach the following required documents to: grantsmanager@ccf-la.org

①Geographic Coding Form (available online) ②Strategic Plan

I. Contact Information

Organization	
Name: North LA CDC	
Mailing Address: 4321 First Avenue	
City: Los Angeles	State: CA Zip Code: 98765
Web site: www.northla.org	
Telephone: 323-555-1212	Fax: 323-555-1234
EIN: 94-1234567	

Agency Head	
Name: Pat Lee	Title: Executive Director
E-mail: plee@northla.org	Phone Number: 323-555-1212 x123

Contact Person (if different)	
Name: John Doe	Title: Development Director
E-mail: jdoe@northla.org	Phone Number: 323-555-4321

II. Request Summary

A. Program Area to Which You are Applying: (Select only one)

- Arts
 Education
 Health Care
 Human Development
 Neighborhood Revitalization

B. Type of Support for Which You are Applying: (Select only one)

**Denotes project-specific support; additional project budget information is required in Section IV*

- Core Operating
 Capacity Building*
 Capital Project*
 Policy/Advocacy*

C. Proposal Description

Briefly describe the purpose of the request, activities to be undertaken, target population, geographic focus and other relevant information regarding the request. (500 character limit)

Two-year core operating support for an agency that provides family support services, educational enhancement program and affordable housing for more than 2,000 low-income Eastern European immigrant families in North L.A.

D. Amount Requested

Please see instructions for guidance on typical grant award amounts and periods.

Amount Requested: \$85,000.00

Term Requested: 24 (up to 24 months)

III. Organization Description

A. What is your organization's Mission Statement?

North L.A. CDC's mission is to improve the lives of North L.A. residents through strong family support networks and a quality living environment that respects the culture and traditions of residents' native backgrounds.

B. Briefly describe the community problems that your organization addresses. Please include supporting data/evidence.

When Eastern European immigrants began settling in North L.A. in the early 1980s, many of these families were attracted to the neighborhood because of family and cultural ties (e.g., the only Orthodox church serving these cultures in native languages was located in this neighborhood.) However, there was and continues to be a lack of social service agencies that provide needed support services in native languages. In fact, in all of Los Angeles County, only 2% of county social service staff spoke the native languages of our target population. North L.A. CDC's staff speaks a total of 13 Eastern European languages—we contract with the county to provide family support, senior and youth services in these languages. In addition, the immigrants who have settled in North L.A. found few safe, affordable housing choices for families that often included three to four generations. North L.A. CDC seeks to provide affordable housing opportunities to these families by developing rental units that are at least three bedrooms, or to configure existing one and two bedroom units as lock-off units (i.e., adjoining units with the ability to connect and lock off access.) Finally, North L.A. CDC found that young children of these families were dropping out of high school at alarming rates (only 30% that entered the 9th grade completed high school) and seeks to increase the graduation rate of local youth by providing educational enhancement services to students in grades K-12.

C. Briefly describe the primary interventions/solutions that your organization employs to address/solve these problems.

North L.A. CDC seeks to address the housing and social support needs of low-income Eastern European immigrants through culturally relevant social services such as senior services and family support programs in native languages, youth academic enrichment and affordable housing that meets the lifestyle and cultural needs (i.e., intergenerational housing) of its target population.

D. Briefly describe your organization's experience and results achieved in implementing these interventions/solutions.

North L.A. CDC has been administering and delivering programs to local residents since 1979. While North L.A. CDC staff were first individual contractors were affiliated with the local orthodox church who contracted with the county to provide in-language social services and outreach to local residents, North L.A. CDC gained its own nonprofit status in 1981. By 1989, North L.A. CDC developed its first four units of rental housing, and now has 15 rental units under its management and anticipates acquiring and rehabilitating six single-family homes or duplexes over the next two years.

North L.A.'s executive director has been with the agency since its inception. She was initially contracted by the county to serve as a language interpreted for the department of aging, then was hired as the agency's first senior services program manager. Having earned an M.S.W. and M.B.A. from Western University, she has served as the agency's executive director for the past ten years. Of North L.A.'s eight full-time employees, six have been with the agency for more than ten years. Five of North L.A.'s full-time staff hold master's degrees in social work, education or nonprofit management, the remaining three have bachelor's degrees in related fields. One of North L.A.'s newest staff members, our Housing Development Manager, has only been with the agency for one year, but has more than ten years of experience in affordable housing development and financing, having worked for the city redevelopment agency in various capacities.

E. How does your organization determine success? List the long-term outcomes that your organization seeks to achieve through its work. Please state the outcomes that allow your organization to measure its progress against the goals defined in the strategic plan.

Through its work, North L.A. CDC seeks to: (1) strengthen families through a comprehensive set of services that support elders, parents, and children; and (2) improve the lives of families through increased

household savings through the provision of affordable housing. We track both individual (e.g., academic achievement of students, daily living activity functioning of seniors, etc.) and family-level outcomes (# years living in home, increase in household income, etc.)

F. [Geographic Areas Served](#) (i.e., zip codes and corresponding cities/neighborhoods) Please find the form on our website and indicate those areas where your target population resides. Check all that apply. If your organization does not serve all the zip codes listed for a particular Service Planning Area (SPA) then select only those zip codes in the SPA where residents are served by your organization.

IV. Relationship to the Foundation's Funding Goals/Strategies/Outcomes

For each program area checked in Section II – A, please briefly describe how your organization's work aligns with the Foundation's goals, strategies and outcomes outlined in its [Grant Guidelines](#). North L.A. CDC's Senior Services program is a strong fit with the Foundation's funding priorities in Human Development for direct services that help the aging population remain living independently. Our Senior Services, which include health screenings, caregiver training and adult day care services, help keep our aging residents living with their families at home rather than having to be institutionalized (i.e., institutions that do not provide culturally relevant services and programs, isolate our residents and are very expensive beyond what our families can afford.) In addition, our Educational Enhancement program includes parent education workshops that help parents engage in their children's learning through homework support and providing safe and supportive learning environments within the home. This is in alignment with the Foundation's Education program priorities, and our afterschool tutoring program is a strong fit with the Foundation's Human Development priorities that focus on at-risk youth. Finally, through a partnership between North L.A. CDC and Community Housing, Inc., North L.A. CDC has been a co-developer of 15 family rental units (three bedrooms or adjoining family units) affordable to families making between 50 and 80% of area median income, and is beginning an acquisition program to purchase and rehabilitate single family homes to include studio accessory units that will help provide affordable housing to families and their elders. Our plan is to purchase and rehab up to three homes and accessory units per year.

V. Financial Information

A. Amount of your Organization's most recently completed Annual Operating Budget:
\$560,350.00

B. Fiscal Year Dates: 1/1/2009 to 12/31/2009 Format: (m/d/yyyy)

C. Project Budget (for Capacity Building, Capital and Advocacy/Policy Project Requests):
(Attach copies of project budget and project schedule.)

VI. Strategic Plan or Business Plan

Please attach a copy of your organization's most recent strategic or business plan. If you are unable to attach a copy, please explain why.

VII. Other Requirements

The California Community Foundation uses Charity Check on GuideStar to verify your organization's nonprofit status/eligibility. Please make sure that your organization's information is updated and current on GuideStar (www.guidestar.org)