

Letter of Intent

All applicants should first read the entire RFP.

If you are new to the Subgrant process, or did not receive funding in the FY 2026 Subgrant cycle, you must submit a Letter of Intent by 4:00 pm on **June 17, 2026**. All Letters of Intent will be reviewed, and selected organizations will be invited to submit the Full RFP.

The Letter of Intent should be no more than 2-3 pages, and address the following:

Name of organization, address and phone number

Name of contact person, email address and phone number

1. Please provide a basic outline of what you plan to offer, when and to whom.
2. Which of the Subgrant priorities does the program address?
3. Purpose of the proposed program or service
4. Estimate the amount of Title III funding you will be seeking.
5. Estimate the TOTAL amount of funding, including other sources, needed to run the program.
6. What other funding sources will be providing money to run the program?
7. What service area/towns do you expect to serve?
8. How do you plan to reach out to the Older Americans Act (OAA's) targeted populations*?

* The OAA identifies groups of seniors who should receive priority in the use of Title III funding, including rural elders, elders with **the** greatest economic and social need, racially or ethnically isolated individuals, limited English speaking seniors, frail or disabled individuals and the caregivers of such individuals, and elders facing cultural or social isolation, including LGBT individuals.

Send Letter of Intent to Ned Averill-Snell by email to naverill-snell@esbci.org no later than 4:00 pm on June 17, 2026.