**Questions for Community Projects Letter of Intent**

Please note: This is a list of the narrative questions for the Community Projects Letter of Intent. There are additional checkboxes and multiple choice questions in the online application.

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| **Question** | **Word Count/Format** |
| What are you proposing to do?  *Assessing – innovation, feasibility of the concept* | 100 words |
| Why is this project needed?  *Assessing – evidence-based need and ultimate outcome* | 100 words |
| Who informed the development of this idea?  *Assessing – engagement/involvement of resident groups* | 100 words |
| Has this been done before? If yes, by whom and when?  *Assessing – duplication of efforts, knowledge of the issue, due diligence and research* | 50 words |
| If this has been done before, how is your project different? How are you leveraging or enhancing past work?  *Assessing – how is this leveraging what's out there? An*  *indication that this is the next step that's needed* | 50 words |
| What expertise does your organization possess to successfully implement the project?  *Assessing – Organizational readiness; project is the right fit, at*  *the right time, for the organization* | 100 words |
| If community partners will help run this project, please tell us who they are and what role they will play. | A chart with organization/group and role/contribution is to be  filled out |
| How many people will be impacted by your project? | Insert numerical value |
| How will these people be impacted? | 50 words |
| What is the total budget to carry out the project? | Insert numerical value |
| How much are you requesting from the City of Toronto? | Insert numerical value |
| Briefly describe how you will use the requested amount | 100 words max Applicants are invited to use bullet points to break down their budget line  items |