

**CALL FOR LETTERS OF INTENT to APPLY for Muskegon County Senior Millage  
for Contractual Period: October 1, 2020 through September 30, 2023 (Fiscal Years 2021 – 2023)**

MUSKEGON COUNTY - Senior Resources of West Michigan, the grants administrator of the Muskegon County Senior Millage, is seeking letters of intent to provide services to the aging through the senior millage. Funding is available to organizations which provide services to persons 60 years of age and older within the service area of Muskegon County.

1. *Letters of intent* may be written for a variety of services and activities for older adults, including, but not limited to social, legal, health, housing, educational, emotional, nutritional, recreational, or mobility services.
2. A *Letter of Intent* is required for any organization that would like to apply for funding and must include a copy of the organization's most recent IRS filing of *Form 990- Parts I, II, and III (990, 990EZ or 990PF)* with the *Letter of Intent*.
3. Submitting a *Letter of Intent* in no way implies a guarantee of funding. Muskegon County Senior Activities Committee reserves the right to accept or reject any or all *Letters of Intent*.
4. All *Letters of Intent* must address the services intending to be funded. Letters must include a statement attesting to the organization's ability and willingness to provide the proposed service(s) October 1, 2020 through September 30, 2023.
5. Suggested content for *Letters of Intent*:

**Summary Statement**

- Identify your organization, its corporation status (private or public non-profit, governmental, etc.), and its experience with and role in the aging network.
- Identify the services for which your organization intends to submit a proposal and estimated funding amount requested for the first year of the three-year period.

**Statement of Need**

- Why is the service you propose necessary and who will benefit?

**Service Methodology and Outcomes**

- If ongoing service, present a brief summary of successful outcomes in past contract cycle.
- If planning to apply for a new service, present a proposed timeline for implementation.
- Summarize proposed new outcomes for those to be served.

**Financial Stability**

- Indicate how the service program will be sustainable if funding cannot be awarded at the level requested; identify other resources that may support the service.

6. *Letters of Intent* may be postal mailed, emailed, faxed or hand delivered to Senior Resources, Attn: Karla Betten at the Tanglewood Park Bldg., 560 Seminole Road, Norton Shores, MI 49444; [kbetten@srwmi.org](mailto:kbetten@srwmi.org) ; 231-733-3593 no later than **3:00 on Friday, March 6, 2020**.
7. *Letters of Intent* should be 1-2 pages in length. ***Letters of Intent longer than two pages will not be accepted.***
8. Questions about the *Letter of Intent* should be directed to Karla Betten at 231-733-3593; [kbetten@srwmi.org](mailto:kbetten@srwmi.org).