



RURAL BUSINESS DEVELOPMENT GRANT PROGRAM FY 2018 LETTER OF INTENT TEMPLATE

LETTER OF INTENT DUE: 4:30PM (EST) ON MONDAY, FEBRUARY 5, 2018

Beginning in 2018, Rural Development will require Rural Business Development Grant Program applicants in Delaware and Maryland to submit a letter of intent (LOI) prior to submitting a full application. USDA will use an applicant's letter of intent to review eligibility and provide timely feedback on an application's competitiveness for funding. USDA will provide feedback on LOIs by Tuesday, February 20, 2018.

LOIs will be accepted by mail or via email. Submit by email to lisa.fitzgerald@de.usda.gov with the subject line "RBDG Letter of Intent". Submit by mail to the following address:

USDA Rural Development
ATTN: Lisa Fitzgerald, Business Programs Specialist
1221 College Park Drive, Suite 200
Dover, DE 19904

For more information about this year's application process or if the above LOI deadline is not met, please contact either of the following:

Lisa Fitzgerald
Business & Cooperative Programs Specialist
USDA Rural Development
Delaware and Maryland State Office
1221 College Park Drive, Suite 200
Dover, DE 19904
Email: lisa.fitzgerald@de.usda.gov
Phone: (302) 857-3592 • Fax: (855) 389-2243
www.rd.usda.gov/de or www.rd.usda.gov/md

Bruce Weaver
Acting Business & Cooperative Programs Director
USDA Rural Development
Delaware and Maryland State Office
1221 College Park Drive, Suite 200
Dover, DE 19904
Email: bruce.weaver@de.usda.gov
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RURAL BUSINESS DEVELOPMENT GRANT PROGRAM FY 2018 LETTER OF INTENT

1. APPLICANT NAME:

2. APPLICANT TYPE: Nonprofit Corporation Public body Other (please explain):

3. NAME OF PROPOSED PROJECT:

Use a short, descriptive title to allow for easy identification of the project.

4. PROJECT POINT OF CONTACT:

Name: _____ Position: _____

Organization: _____ Telephone: _____

Mailing address: _____ E-mail: _____

5. HAS THIS PROJECT PREVIOUSLY RECEIVED RBDG FUNDING?

If yes, in what year and how much:

6. PROJECT TYPE: Rural Business Enterprise Project
 Rural Business Opportunity Project

7. PROJECT FOCUS: Business Counseling
Select all that apply. Business Training
 Farmer/Rancher Training
 Feasibility Study
 Product Improvement
 Professional or Technical Report
 Machinery & Equipment
 Market Research/Development
 Revolving Loan Fund
 Workforce Training
 Other (please explain):

8. BRIEFLY DESCRIBE THE PROJECT.

In no more than a paragraph, briefly describe the proposed project and explain what geographic area it will serve.

9. WHY DOES THIS PROJECT REPRESENT A NOTEWORTHY OPPORTUNITY?

In no more than a paragraph, explain the unique opportunity this project presents and why it deserves to be funded over other projects.

10. OUTLINE THE SOURCE FUNDS FOR THIS PROJECT.

Use the table below to outline from where funds will be acquired to support this project. An official project budget is NOT required. The information in this table should reflect the specifics of the proposed project.

Note: funding from other sources is not required to apply for an RBDG grant, but may help with an application’s competitiveness for funding.

Fund Type	Program or Identity of Funds	Amount	% of Total Project Cost	Committed?	If No - Status? Date for Commitment?
<i>EXAMPLE</i>	<i>FOUNDATION GRANT</i>	<i>\$15,000</i>	<i>15</i>	<i>NO</i>	<i>LOI SUBMITTED.</i>
Total Project Cost					

11. BRIEFLY EXPLAIN HOW PROJECT FUNDS WILL BE USED.

In no more than a paragraph, give a general overview of how project funds will be used. Please explain how RBDG funds will be used and what they will purchase. An official project budget is NOT required.

12. IF KNOWN, IDENTIFY THE SPECIFIC “SMALL” BUSINESS THAT WILL BENEFIT FROM THIS PROJECT.

For the Rural Business Development Grant Program, a “small” business is defined as having less than 50 employees and less than \$1MM in gross annual profit.

Name of Benefitting Small Business	Location of Benefitting Small Business	Will benefiting business provide letter affirming project will save and/or create jobs at their firm?	Current # of Employees	# of Employees Expected After Project

13. HOW MANY JOBS WILL THIS PROPOSED PROJECT CREATE?

Briefly describe how many jobs this project will create.

Number of Jobs:

Explanation:

14. DETAIL THE PAST EXPERIENCE OF THE PROSPECTIVE APPLICANT.

State the number of years the applicant has administering and/or delivering similar types of projects. Briefly describe their past experience.

Years of Past Experience:

Explanation: