

# CERIC Letter of Intent Example

Page 1 of 3

## Organization Details (Principal Contact)

Organization (institution, department (if applicable))

### Address

Address

Address Line 2

City

Province

Postal Code

Charitable registration number (if applicable)

Phone

Fax

Website

## Contact Information (Principal Contact)

First Name

Last Name

Title

Email

Phone

Will there be additional partners on this project?

**Contact Information (Additional partners, if applicable)**

First Name

Last Name

Title

Email

Organization (institution, department (if applicable))

**Address**

Address

Address Line 2

City

Province

Postal Code

Phone

Fax

Website

**Address**

Address

Address Line 2

City

Province

Postal Code

Phone

Fax

Website

## **Brief Description**

Project Title

Project Outline

Purpose for which resources are needed (Identify the need)

## **Page 2 of 3**

## **Guiding Principles**

Indicate which of the 8 guiding principles this application applies or adheres to:

- Lifelong process
- Self-Directed
- Talent and Potential
- Context is key
- Dynamic and Evolving
- Supported and Shaped
- Understanding Options
- Determining Interests

## **Project Stream**

Identify this project stream from one of the following. If you are unsure which project stream to choose please visit our Application FAQ.

## **Uniqueness**

Briefly describe any similar/related projects and how your project differs from them.

## **Objectives**

List the project objectives and activities.

## **Impact**

State the impact your project will have on the career counselling and career development field.

## **Required Resources**

State the type of resources being requested (funding and other).

## **Budget and Timeline**

Provide a paragraph outlining your overall budget and timeline for the project.

## **Additional Support**

List other groups/organizations from whom you have requested or received resources for this project. (If none, state N/A).

## **About You**

Tell us about yourself/your organization.

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