



Introduction:

The Texas Office of the Governor's, Public Safety Office (PSO) contracts with the Houston-Galveston Area Council (H-GAC) to manage the application process for the 13-county region.

H-GAC will utilize this **mandatory** Letter of Intent / Narrative as an instrument to provide additional information to the Criminal Justice Advisory Committee.

Instructions:

- Start the Letter / Narrative with your agency's name, name of project, grant number, funding source and funding amount requested.
- Maximum of two (2) pages.
- Use font style Times New Roman.
- Minimum font size is 10 and maximum is 12.
- Minimum 1-inch margins.
- Save file as a PDF – no other documents will be accepted.
- Letter of intent – Saved as your grant number-Letter-of-Intent (123456- Letter-of-Intent)

Questions to be addressed in Letter of Intent / Narrative:

- Is your program working in partnership with other agencies? List your partnership(s) and a contact person with that agency or organization.
- Why should your project be recommended for funding?
- Who else is doing this type of work in your area (zip code) and are you collaborating?
- How can you scale your project if funds are limited?
- Describe your sustainability plan.
- Include your webpage link.
- List all other sources of funding above \$50,000 that support this project.

Additional:

This Letter of Intent / Narrative is mandatory. The letter should be saved in a pdf form then emailed to both below email addresses. **The DUE DATE IS FEBRUARY 13, 2025 BEFORE 5:00 PM.**

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