

## Letter of Intent (LOI) / Application Guidance

Submission of an application to the GO Northern VA Council for Per Capita or Statewide Competitive Funds include two steps. First, submit a **Letter of Intent to Respond** to the GO Northern VA staff [Lisa.Shapiro@gonorthervna.com](mailto:Lisa.Shapiro@gonorthervna.com). Elements to include in Letter of Intent (LOI):

### Applicant contact information

1. Applicant Name, Title, and Organization (or Locality)  
Street address, city, state, zip and Phone and email

### Project Information

2. Project Name (can be draft name)
3. Investment Strategy:
  - (a) Talent Development
  - (b) Cluster Scale Up / Growing Existing Businesses
  - (c) Entrepreneurship/Innovation
4. Describe your project's industry as a whole, what is the problem, what is the unmet need? quantitative demand for jobs, demand for training, etc.?
5. Project Description (500 words or less). With your project what specific challenge, opportunity or unmet need is this project intended to address?
6. Identify which of our 4 Targeted Industry Sector(s) the application addresses: (or all)

|                   |                                            |
|-------------------|--------------------------------------------|
| Computer Services | Emerging Technologies (including nano      |
| Cybersecurity     | tech., semiconductors, alternative energy, |
| Life Sciences     | material sciences & quantum computing)     |
7. List intended high level outcomes (Use DHCD Outcomes FY27 Template): [gova-core-grant-outcomes.pdf](#)
8. List partners (identified and/or potential) partners (names, organizations).
  - \*Business
  - \*Education
  - \*Two or more Local Government entities required  
(Cities, Counties, Town, School Division, Economic Development Authority, Regional Orgs.-Planning District Commission, Workforce Development Board)
9. Briefly describe the Partners' role (entities contributing tangible or intangible resources to the project).
10. Project Budget: Note this should be as detailed as possible, and it is recommended that the applicant complete a *Sources and Uses Budget Template* on DHCD's [website](#). There are two templates, one for [ECB planning grants](#) and a second for [Per Capita or Competitive grants](#).
11. Estimated ROI - Qualitatively describe the economic impact the project will achieve during the grant performance period (2-years). Describe how this economic impact will meaningfully advance the growth or strengthening of the targeted industry clusters. Explain the expected economic benefits of the project relative to its cost.