

Letter of Intent
FY 2024 Team Nutrition Training Grants for Meal Pattern Modernization and Retention
and Mentorship Opportunities

If you intend to apply for the FY 2024 Team Nutrition Training Grants for Meal Pattern Modernization and Retention and Mentorship Opportunities, please complete the section below and return this form by **11:59 pm ET, Thursday, June 13, 2024**. This intent does not obligate a State agency in any way but will provide useful information to us as we prepare for the review and selection process. The intent may be emailed. Letters of Intent are encouraged but not required to participate in the grant competition. Thank you for your interest.

Please submit your Letter of Intent to:

Anna Arrowsmith, Grants Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
E-mail: Anna.Arrowsmith@usda.gov

FY 2024 Team Nutrition Training Grants for Meal Pattern Modernization and Retention and
Mentorship Opportunities
Intent to Submit an Application

State Agency: _____

Mailing Address: _____

Contact Name and Title: _____

Email: _____

Phone: _____

Attachment C-1 Template: Letter of Commitment

Applicants must adhere to the three-letter limit. The three-letter limit does not include the Letters of Commitment from the Project Director, Project Director's supervisor, and Team Nutrition Coordinator.

{Place on Official Letterhead}

{Date}

{organization or individual name}

{organization street address}

{organization city, State, ZIP}

To Anna Arrowsmith, Specialist, Grants Management Operations Branch:

The {organization or individual name} provides this letter to indicate {our or my} commitment to serve as {indicate key personnel title, role in the grant activities, staff support, stakeholder etc.} for {applicant's name} in their project, {"Project Title"}.

{Provide information about the organization or individual, including the nature of the commitment.}

{Identify the specific task or duties the organization or individual will complete.}

Sincerely,

{Signature}

{Name of Director, CEO, etc.}

{Contact information}