
Key Elements of a Letter of Intent

- ✓ **Evidence of significant cross-sector leadership and support** — for example, local elected officials, school district officials, community foundations, community-based organizations and business and nonprofit leaders.
 - ✓ Description of the **process and potential goals to mobilize and sustain community action** on the part of groups such as parents, child care providers and educators to improve school readiness, attendance and summer learning.
 - ✓ **Baseline data** (or a plan for how you will obtain it) on levels of third grade reading proficiency, school readiness, attendance and summer learning in your community.
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