

CTCP Request for Application #14-10013: Make Tobacco History

**California Department of Public Health (CDPH)
California Tobacco Control Program (CTCP)**

Mandatory Letter of Intent

1. Submission of a letter of intent on contractor letterhead is mandatory. It provides information that is helpful to CTCP in planning the review and scoring process. Applicants that do not submit a letter of intent will not be considered for funding.
2. The letter of intent is not binding and Applicant's submitting a letter may elect not to submit an application.
3. The letter of intent is to be submitted by the proposer on letterhead and should include the following:
 - Title and number of the Request for Applicant under which the application will be submitted
 - Estimated budget request, (may not exceed \$400,000 to \$700,000 per year)
 - Major proposed focus of the application
 - Signature of an officer of the board of their agent.
4. Letters of intent are only accepted via the Tobacco Control Funding Opportunities and Resources (TCFOR) website (<https://tcfor.catcp.org/>). Please do not send letters via the United States Postal Service, express mail, email or fax.
5. Prepare the letter using word processing software and save the document to your computer as a word document or PDF. To upload the letter of intent, refer to Appendix #9: *TCFOR User Instructions*. Once the Applicant creates a "User Account" and "Request to Apply" for the funding opportunity, a letter of intent can be uploaded.
6. The letter of intent must be uploaded to the TCFOR website by **5 p.m. PST, on Friday, March 7, 2014** ~~Tuesday, February 11, 2014~~