Required Elements (Letter of Intent):

Letter of Intent Required Elements (1-2 pages)

A complete response to each item listed below comprises the Letter of Intent and should be submitted as a word document to our Executive Director (director@awbusa.org)

1. Applicant Organization (Name of the developing country's College/University and Department/unit):

2. Project Location (Country/City):

3. Title of Project (Concisely define the project in 15 words or less):

4. Project Description (250 words – Summarize the existing issue or need the project will address; describe specific project goals and anticipated outcomes; include evidence that demonstrates the project is a campus priority):

5. Institution's Proposed Project Personnel (who will be directly involved in the project):

a. Name/Title/Email of individual who will serve as the lead for the project and primary contact for AWB USA:

b. Estimated number of faculty and/or other professional personnel directly involved in the project:

6. Project Budget:

a. Specific types of support (e.g., room, board, technological support) that will be provided to AWB USA volunteers during the project.

b. Approximate amount of local Institutional or other outside funding available for this project (source, amount and purpose).

Note: funds from AWB USA will be determined upon approval of full proposal (not to exceed $5000) and will be utilized toward reimbursement of direct travel costs of the AWB USA volunteer professional/s.

7. Project Duration (total number of weeks; estimated start and end date for the project):

a. Name, Title, Institutional Affiliation and Email of the requested visiting professional (if known).

Note: AWB USA will consider sponsorship of a USA volunteer identified by the applicant institution provided the volunteer meets our participation criteria. It is not necessary that an institution has the USA volunteer professional identified at the time of application. AWB USA will help identify and/or solicit academic professionals who best match project needs

b. Have you already communicated with this professional?