

*Email completed applications to:* *admin@forestryfutures.com*

*For more information contact: FFTC Program Coordinator at*

*(807) 343-8010 ext. 8851 or email* [*shelley.vescio@forestryfutures.com*](shelley.vescio%40forestryfutures.com)

**For office use only:**

Project Number

**Forest Resource Inventory**

**Knowledge Transfer & Tool Development Program**

**Letter of Intent**

# General Information

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| **Project Name**Clear, concise (ideally 6 words or less)      |
| **Applicant Information**Company:      Contact Name:      Address:      Phone:      E-mail:       |
| **Project Summary**Three to five lines including concise project objective and outcomes      |
| **Project Duration**From:       To:       |
| **Project Theme** Identify which of the listed project themes in the Call for Proposals this application addresses.      |

# Section 1: Project Description

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| Brief overview of objectives, target audience, and rationale      |

# Section 2: Project Plan

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| **Project Lead(s)**Identify Project Lead(s), their qualifications and relevant experience.       |
| **Design**Briefly describe the design of the project and the rationale for the planned design.      |
| **Methodology**Briefly describe the methodology used for the project and the rationale for its application.      |
| **Schedule**List start and completion dates and identify any key milestones and deliverables      |
| **Knowledge & Technology Transfer**Briefly describe the transfer plan, including target audience      |

# Section 3: Project Budget

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| Use Excel budget tables (Letter of Intent Form) on the Forestry Futures website (www.forestryfutures.com). Briefly describe funding ($) contributions by the applicant or by partners (other than Forestry Futures Trust) planned for this project. Describe and quantify in-kind contributions and any investments ($) planned for treatments beyond the project term.      |

# Section 4: Partnerships

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| Briefly describe any proposed partnerships, their role within the project and leveraged funding.      |

# Section 5: References

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| Provide two professional references       |

**INFORMATION COLLECTION NOTICE:**

All information contained in your Project Application and supporting documentations are considered public information subject to the application of the Freedom of Information and Privacy Act R.S.P. 1990. c. F. 31, and is collected under the authority of the Act.

The information may be used by the Forestry Futures Trust Committee, the Trustee of the Forestry Futures Trust, the Minister of Natural Resources or an independent auditor of the operations of the Forestry Futures Trust. The information will be used to evaluate the project, audit the project or to prepare reports or provide information as may be requested under the Crown Forest Sustainability Act. Any questions related to the collection of this information should be directed to the FFC Chair.