

Letter of Intent (LOI) Review

Updated 3.13.25

During the LOI review round (or “initial vetting round”), two readers will look at each LOI and take a “Go/No Go” approach to scoring according to the following criteria.

Please note this stage exists to filter out projects that:

- Do not directly benefit Kingston,
- Are completely divorced from the mission of the fund, and/or,
- Have a budget that is outside of the scope of the fund.

The intention of this stage is not to assess the quality of projects, assess the extent of their alignment to the fund mission, assess project readiness, or compare projects to each other.

SCORING	<p>A project needs to be given a “YES” in each category to be given a GO.</p> <p>If the project is given a “NO” on one or more questions, it is a NO GO. Perhaps the project needs more development.</p> <p>A project needs to receive at least one GO from either reader in order to move forward to the Full Application.</p>
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Question	Score	Notes/Comments
Community Benefit Does the project described in the LOI directly benefit the people of Kingston?	YES or NO	
Mission Alignment: In order for a project to be considered mission aligned, it must fulfill two or more of the following. 1. Does the project demonstrate a true commitment to building community and the commons while sparking community participation? YES or NO 2. Is the project led by and/or benefiting historically marginalized groups (groups with less historic access to funds and leadership)? YES or NO 3. Will the project relocalize economic power? This could include things like providing jobs or keeping money circulating in the local economy by supporting local businesses. YES or NO	YES or NO	

<p>4. Will the project drive racial justice and social equity? YES or NO</p> <p>5. Will the project promote ecological repair? YES or NO</p> <p>6. Will the project help to democratize communities, wealth, and/or work? This could look like sharing leadership or decision-making power. YES or NO</p> <p>7. Will the project restore cultural diversity? This could look like cultural events, holidays and celebrations, or education around cultural skills. YES or NO</p>		
<p>Funding Scope: Is the project described in the LOI requesting a grant amount that is equal to or less than \$50,000?</p>	YES or NO	