



DRAFT Letter of Interest Requirements

Complete a cover sheet that includes the following information:

- Contact information;
- Organizational revenues in last closed fiscal year, total program cost and amount requested for program from PCL;
- Select PCL after-school program strategy applicable to proposed program;
- Program serving majority of participants that reside/got to school in East Portland?
- Program delivering culturally specific services; if so, for which population?

In no more than 3 pages, provide the following information:

1. Brief description of program including population, geography, schools served (if applicable), activities and services. Describe/discuss how program works to reduce racial/ethnic disparities in children's well-being and/or school success, or provides opportunities to underserved populations facing systemic barriers to success.
2. Describe 2-3 key objectives of the program and any projected outcomes.
3. Describe organization mission, and how proposed program reflects the organizational mission/values. State how long organization and program have been operating, and list number of staff employed by organization and proposed program.
4. How do diversity, equity and inclusion relate to your mission and work and what is one way your organization prioritizes diversity, equity and inclusion?