

# WEST LOS ANGELES COLLEGE LETTER OF INTENT FOR NEW INITIATIVES

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| -----<br>Tracking # |
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## PURPOSE

A Letter of Intent (LOI) is the initial step in the development of a proposal for a new initiative as described in the West Los Angeles College New Initiative Process. All proposed programs, projects, partnerships and grants must follow the new initiative process. The Letter of Intent is an early notification to the college community that plans are about to be proposed or are under development for a new project, partnership or grant. It is designed as a communication tool for the college as well as a method of insuring that all of the appropriate parties are involved in the planning process from the outset. Please note that a New Initiative Proposal (NIP) may be needed to fully support the initiative. The committee will respond according to the status of this Letter of Intent.

**Comment:** Change made by Len Isaksen... 4/3/03

Name of Initiative: \_\_\_\_\_

Name of Primary College Contact: \_\_\_\_\_

Department: \_\_\_\_\_ Phone Number: (310) \_\_\_\_\_

Does your proposal have a deadline requirement?

If so, what is the date the proposal is due? \_\_\_\_\_

How much funding are you seeking? \_\_\_\_\_

Who is the granting agency? \_\_\_\_\_

Description:

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List the Master Plan goal the proposal addresses: \_\_\_\_\_

List the areas of the college that are included in the proposal development:

List the proposed members of the planning group for the initiative:

**Submit this completed form to the Dean of Planning. Please include abstracts. Note: If you would like to have this form emailed to you please contact the Planning Department at X4276.**

**Administrator/Dean's Signature** \_\_\_\_\_

### Office Use Only

Tracking Code: \_\_\_\_\_ Received Date: \_\_\_\_\_

Approved \_\_\_\_\_ Please submit New Initiative Proposal (NIP) immediately.

Not Approved \_\_\_\_\_ Please follow the regular Unit Planning Process.

Not Approved \_\_\_\_\_ Not in line with goals of College, however we encourage you to follow-up with Dean of Planning to make sure it follows the college's goals.