Picasso Project Letter of Intent Template for Artists, Arts Organizations, and Community Partners

Dear (Name of Lead Teacher at School) _____

Date_____

I (Name of Artist or Organization), _____
intend to participate in the arts project (Name of Project)_____
at the (Name of School) _____, if the school receives funding from the Picasso Project and/or other funders.

I will provide the following services during the project: (Describe the types of services, the number of classes or sessions, the number of children to be involved, culminating activities, any agreements with regard to who will provide supplies or equipment, participation in evaluation, etc.) _____

_____

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_____

I understand that the term of the project will be from (beginning date) _____ to (ending date). _____

I am willing to accept $ _____ for the foregoing services and activities if funding is awarded.

This is not a contract, but represents my intention to participate in the project as described above. If funding is awarded, I anticipate that we will make a contract for my/our services.

_____

Name of Artist or Organization Representative
Phone
Fax
Email
Address
Website