

## **Sample Letter of Intent**

### **ABC Cemetery Association**

P.O. Box 1234

Organization, IA 40601

November 15, 2025

### **Southern Cemetery, Cremation & Funeral Association**

[Address]

[City, State, Zip]

### **Subject: Letter of Intent to Apply for SCCFA Capacity-Building & Leveraging Change Grant**

Dear SCCFA Grants Committee,

On behalf of the **ABC Cemetery Association (ABC)**, I am pleased to submit this Letter of Intent for consideration under the SCCFA Capacity-Building and Leveraging Change Grant Program.

KCA respectfully requests funding of **\$5,000** to support our initiative entitled the *ABC Cemetery Leadership & Service Enhancement Initiative*. This project will expand professional development for cemetery staff, increase community awareness of cemeteries as vital heritage spaces, and provide new digital resources to strengthen the capacity of our members statewide.

The proposed initiative aligns directly with ABC's mission to strengthen, support, and advance the professional practice of cemetery management in Kentucky, ensuring dignity, respect, and compassion in service to families and communities. Our vision is to be the leading voice and resource for Iowa cemeteries, grounded in values of integrity, stewardship, and professional excellence.

To successfully deliver this project, ABC has secured the commitment of several partners:

- The **ABC Board of Embalmers & Funeral Directors**, to provide training expertise.
- Iowa **Community & Technical College**, to support continuing education efforts.
- The **Iowa Historical Society**, to collaborate on community outreach and public heritage education.

Together, we aim to address critical needs facing Iowa cemeteries, including workforce development, public trust, and the sustainability of memorial spaces as community assets.

We respectfully request approval to proceed with the full application process and look forward to the opportunity to expand our service to members and the communities they serve through SCCFA's support.

Sincerely,

Jane Doe

Executive Director

ABC Cemetery Association