

***Cooperative Endeavor Agreements**

The use of public funds and public property is controlled by the limits set forth in Art. VII, §14 of the Constitution. Section 14(A) generally prohibits the state and its political subdivisions from donating public funds or property. The provision states in pertinent part: Except as otherwise provided by this constitution, the funds, credit, property, or things of value of the state or of any political subdivision shall not be loaned, pledged, or donated to or for any person, association, or corporation, public or private.

Your proposal should take the following form:

Project Proposals/Letter of Intent

1. Contact Sheet

- Legal name of the recipient
- Individual who is authorized to sign the Cooperative Endeavor Agreement on behalf of the entity.
- Contact person, if different than the authorized person, who can answer any questions in relation to the information submitted in the Cooperative Endeavor Agreement
- Telephone number, fax number and email address of the entity and/or contact person.
- Federal Tax Identification Number
- Physical as well as mailing address
- Parish in which the entity is physically located.
- Legal status of the entity

2. Opening Paragraph: Your summary statement.

- This paragraph should be able to stand alone. If the reviewer reads nothing else they should know what you want to do from reading this paragraph. Make it clear what you want the reader to do; for example, consider funding the project, matching other funding, funding a specific part of the project.
- Answer the following: Who wants to do what? How much is being requested? Is this a portion of a larger project cost? Over what period of time is money being requested?
- You also may want to say if you are responding to an RFP (Request for Proposals) or make the connection between the foundation's interest and your project.
- Keep this paragraph short! This seems like a lot to address, but you will have room later to explain your rationale for the project, your methodology, and to establish your credibility. NOTE: This paragraph may be the last thing you write, after completing the rest of the proposal.

3. Statement of Need: The "why" of the project. (1–2 paragraphs)

- Explain what issue you are addressing.
- Explain why you have chosen to respond to this set of issues in the way that you have.
- State briefly why these matters in the area in which you will be working.
- Note who benefits. Make sure you can indicate the public good achieved.

4. Project Activity: The "what" and "how" of the project. (The bulk of your letter)

- Give an overview of the activities involved. Give details to the degree that space allows.
- Highlight why your approach is novel and deserving of the special attention that funding connotes.
- Indicate if there will be collaboration with other organizations and what their roles will be. Be specific about who does what.

5. Outcomes (1–2 paragraphs; before or after the Project Activity)

- State the specific outcomes you hope to achieve.
- Indicate how evaluation is part of the project. How will you know you've achieved these outcomes?

6. Credentials (1–2 paragraphs)

- Demonstrate why your institution or your staff is best equipped to carry out this activity.
- Put any historic background about the institution here.
- Brag with substance. Indicate awards, rankings, and tangible measures that set you apart from your peers.

7. Budget (1–2 paragraphs)

- Give a detailed, line-item description of the projects funding needs and total amount of request.

****Request should be sent to Angela Varnado. Acting Executive Director at avarnado@gaeda.org.***