



## LETTER OF INTENT FORMAT

### Cover Page Text – please include:

1. Letter Date
2. Organization's name and contact information (full address, including mailing address (if different), telephone number, fax number, and web address)
3. Federal Tax ID number
4. Contact person's name, title, and contact information (telephone, fax, and email)
5. Dollar amount of funding request
6. Total project budget

### Letter Text – in a maximum of two pages, please include:

1. Planned course description, role of Turkey-based partners on this project (if applicable), and anticipated course reading list
2. How TCA will be engaged in the program and how the TCA grant will be recognized
3. Signature of University representative

### Required attachments:

1. Day by day tour itinerary, including meetings
2. Project budget and timeline, including current or solicited funders for this project
3. Program advertising materials (if available)

### TCA Guidelines for Study Tour Grants

TCA grant funds cannot be used to underwrite overhead expenses or support faculty travel cost. The amount of TCA Study Tour Grants depends on the length of the program and the number of students participating in the study tour. **Minority students who participate in a TCA-sponsored Study Tour are not eligible for additional funding under the TCA Minority Scholarship Program.**

TCA opens applications for the Study Tourh Grant every year in January. Applications are accepted until March, and grant notifications will be made in April. The grant period is for study tour programs occurring between April of the year of application and the following April.

Send all applications electronically to [scholarships@tc-america.org](mailto:scholarships@tc-america.org)

Please note that materials cannot be returned.

**Turkish Coalition of America**  
1510 H St, NW Suite 900  
Washington, DC 20005  
202-370-1399

