Letter of Intent (LOI) Review

During the LOI review round (or "initial vetting round"), two readers will look at each LOI and take a "Yes/No" approach to scoring according to the following criteria.

Please note this stage exists to filter out projects that:
- Do not directly benefit Kingston,
- Are completely divorced from the mission of the fund, and/or,
- Have a budget that is outside of the scope of the fund.

The intention of this stage is not to assess the quality of projects, assess the extent of their alignment to the fund mission, assess project readiness, or compare projects to each other.

Question	Score	Notes/Comments
Does the project described in the LOI directly benefit the people of Kingston?	YES or NO	
Is the project described in the LOI aligned with one or more elements of the mission of the fund? - Common Good - Led by and/or benefiting historically marginalized groups (groups with less historic access to funds and leadership) - Just transition principles (relocalization of economic power; racial justice and social equity; ecological repair; democratization of communities, wealth, and work; restoration of cultural diversity)	YES or NO	
Does the project described in the LOI have a budget that is equal to, or less than $50,000?	YES or NO	

SCORING	A project needs to be given a "YES" in each question to receive a PASS. If the project is given a "NO" on one or more questions, it will receive a FAIL. A project needs to receive at least one PASS from either reader in order to move forward to the application stage.