



How to submit a Letter of Intent

1. Create a New Account to access First 5 Sonoma County's Grant Interface Portal
 - a. [Click here for instructions](#)
2. *Complete the following Letter of Intent Requirements
 - a. Letter of Intent Cover Sheet with uploaded required verification
 - i. **Proof of Licensure (if applicable)
 - ii. **Proof of Site Control
 - b. Proposed Project Information section
 - c. Provider Capacity section

*All Letters of Intent are required to be submitted through the online Grant Interface Portal. To **preview** the questions before you create an account, [click here](#) for a Read-Only PDF file. Printed submissions will not be accepted.

**All uploads must be in PDF format. If you need support on how to convert an image to a PDF file using a smartphone only, click the type of smartphone you have below to learn for a tutorial video:

- [Android](#)
- [Iphone](#)

Upcoming: Scheduled webinars to review the grant goals, grant types, award amounts, eligibility, considerations for project priority, and important dates

- [Overview of Early Care and Education Facilities Grant](#)

For technical assistance:

Contact First 5 Sonoma County personnel to make an appointment at

Email: info@first5sonomacounty.org

Phone Number: (707) 522-2020

Send or leave a brief message with your name, contact information, and the specific question(s) you may have.