



LIVE WELL PEI
together we can

Wellness Grant

Letter of Intent Guidelines

Before submitting a full grant application, organizations are required to submit a Letter of Intent (LOI). This initial submission should provide an overview of the proposed project, including its objectives, alignment with the Live Well PEI Wellness Grant funding priorities, and anticipated impact.

SUBMISSION REQUIREMENTS

Submission Deadline: September 16, 2025

Format: Submissions should be in a PDF format, not exceeding one page.

LETTER OF INTENT COMPONENTS

Your LOI should briefly include:

- The name and a description of your organization and your PEI Business Registration Number (community organizations only).
- A brief project summary – goals, purpose, and wellness focus (e.g., healthy eating, physical activity, tobacco and alcohol reduction, injury prevention, social determinants of health).
- Demonstrate the need for your initiative (e.g., CPHO Report, COMPASS data, community data etc.)
- The populations your project aims to serve (e.g., youth, seniors, marginalized communities etc.).
- A high-level estimate of the total budget.

EVALUATION CRITERIA

Letters of Intent will be evaluated based on the following criteria:

- Alignment with Live Well PEI Wellness Grant focus areas (healthy eating, physical activity, living tobacco-free, reducing alcohol consumption, social determinants of health, injury prevention) as it relates to a reduction in chronic disease.
- Adherence to the Live Well PEI Wellness Grant Guidelines
- Project is based in Prince Edward Island and is designed to impact Islanders.
- The project integrates equity-focused approaches, ensuring inclusion and addressing health disparities across diverse populations in PEI.

LETTER OF INTENT TEMPLATE

This template is provided to assist applicants in preparing a LOI for the Live Well PEI Wellness Grants. Please include each section below. The final LOI should be submitted as a one-page PDF document.

Name of Organization:

Description of Organization:

Project Title:

Enter a concise title for your proposed project.

Summary:

Briefly describe the proposed project, including its primary objectives, target population, need for initiative and anticipated outcomes. Clearly outline how the project addresses one or more of the Live Well PEI Wellness Grant focus areas: healthy eating, physical activity, living tobacco-free, reducing alcohol consumption, social determinants of health, injury prevention.

Budget Overview:

Provide a high-level estimate of the total budget required for the project.

Contact Information:

Include the organization name, business registration number (community organizations only), contact person, email, and phone number.