

Letter of Interest Requirements Checklist

Letters of Interest are required to include the following:

	Contact information – name, title, telephone, email.
	Total population of your community.
	Total population age 60+ in your community.
	County where your community is located.
	Description of how you would portray your community to someone thinking of visiting it.
	Explanation of why your community is interested in participating in the Age-Friendly Community Building Project, including how it will benefit the older adults living in your community.
	Description of your community's unique strengths and assets that could enhance efforts to establish an age-friendlier community.
	Identification of unique challenges impacting your community that could hinder or have hindered efforts to establish an age-friendly community.
	Explanation of how your community will engage older adults during the Age-Friendly Community Building Project.
	Resources your community would contribute to the Age-Friendly Community Building Project (such as expertise, meeting space, staff time).
	Names of key stakeholders/partners that would champion, support and participate in the assessment, planning and implementation phases of the project. Include who the stakeholders represent (such as business, city government, education).
	Explanation of why you think your community should be selected to participate in the project.
	Other information you would like MNRAAA to know about your community.

In addition, the following are required to be included with the Letter of Interest:

	A minimum of three, signed Agency Commitment Forms from agencies that will participate in the Age-Friendly Community Building Project (such as health care facility, school, community organization, cultural/ethnic agency). Copies can be made of the enclosed form.
	A minimum of three letters from community members. Each letter must state why the community member is interested in the Age-Friendly Community Building Project and how she/he will assume a leadership role in the project.