

**LETTER OF INTEREST FORMAT**  
**FISHERIES DISASTER RELIEF PROGRAM (FDRP) FUNDS**

Your completed **LETTER OF INTEREST** should be no more than 2 pages (8 ½" by 11") single spaced, in 12 point type, addressed to **Coordinator, Fisheries Disaster Relief Program**, 1039 Sand Island Parkway, Honolulu, HI 96819, postmarked by 16 September 2005. You may also submit your Letter of Interest via facsimile: (808) 832-5018 or via email: [earl.miyamoto@verizon.net](mailto:earl.miyamoto@verizon.net) by **16 September 2005**. Email submissions must be in MS Word or PDF format.

Your letter should contain the following basic information, which may later become the outline for a full proposal:

1. A **SUMMARY** that includes a title for your proposal, the name of the applicant, (if business or corporation application the owner or corporate officer respectively), mailing address, telephone number, fax number, email address (if any), the primary objective of the proposal, a summary of what will be accomplished, a basic timeline, (not to exceed 12 months) and the total amount of FDRP funds requested including a basic budget and an explanation of any additional funding that may be available.
2. A **DESCRIPTION** that identifies the specific problem(s) addressed, (state when/why/how you were impacted by a federal fisheries management agency's decision/action) explains why each problem is important, and describes the impact of the problem(s) on individuals and organizations.
3. **GOALS AND OBJECTIVES** that describe what the funding would accomplish and how this would eliminate or reduce the problem(s) described above. Describe all benefits anticipated from the funding.

Information on application for Fisheries Disaster Relief Program funds may be obtained from the Department of Land and Natural Resources website at [www.hawaii.gov/dlnr/dar/](http://www.hawaii.gov/dlnr/dar/) or from the FDRP Office, (Phone: (808) 832-5017)