**Letter of Inquiry (LOI)**

January 18, 2021

Is the organization 501 c 3 tax exempt? Yes\_\_\_\_ Tax ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no 501 c 3 tax exempt status, provide Fiscal Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fiscal Agent Tax ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide Signed/Dated letter indicating organization will serve as Fiscal Agent. (Email letter when LOI is submitted - separately).

**If there is no Fiscal Agent, organization cannot apply for grant funds.**

Dear Funder:

**Problem/Solution:**

Describe briefly the problem you have identified to address, and the solution that your program will provide to people participating in the program.

**INTRODUCTION:** In 3-4 sentences, provide

• Name of nonprofit

• 1-2 sentences summarizing program/project (including name of program/project)

• Explain how the project fits with the funder's interests

* Amount requested

**ABOUT [INSERT NAME OF NONPROFIT]:** What is your mission, year founded, and purpose? Mention 1 – 2 major accomplishments, accolades, etc.

**STATEMENT OF NEED**: Describe the community problem (including related statistics) and who you will serve. (Examples: Hough, Fairfax, Glenville, Collinwood, Clark-Fulton neighborhoods/demographics).

**SOLUTION – [NAME OF PROGRAM/PROJECT]:**

• Statement identifying whether program/project is new or existing

• Goals/Objectives – What specific changes will take place as a result of this program/project? What do you hope to accomplish?

• Activities – What steps will you take to carry out the program/project?

• Collaborations and Partnerships – What other organizations or groups are you working with (or plan to work with) that will make this program/project successful? What are their roles?

• Timeline – When will the project start? What are the milestones? When will the project end?

• Key Staff – Who will carry out this program/project? What is his/her title? What is his/her role in this program/project? What are his/her qualifications (i.e. short bio)?

• Volunteers – If applicable, explain the role of volunteers.

**MEASURING IMPACT:**

• Collection of Data and Stories – What information do you need to collect in order to demonstrate the effectiveness of your program/project (i.e. surveys, test results, testimonials, photos, videos, etc.)?

• Evaluation – How will you know your program was successful? How often (i.e. monthly, quarterly, etc.) will you review how you’re doing compared to what you proposed? What will this information be used to make program improvements/adjustments?

**BUDGET:**

• What is the total cost of your program/project?

• How much are you asking the funder for?

• Explain what their grant funds will pay for specifically.

Example: The cost of our [program/project name] is $xx,xxx, and we are respectfully requesting $xx,xxx from [name of funder]. With these funds, we will [purchase, pay for, provide, etc.] [insert broad description – ex. supplies, materials] to help us meet the goals of this program/project.

**OTHER FUNDING SOURCES:**

• If the total cost program/project exceeds the grant amount being requested, explain where other funding will come from. Ex. grants, donations (individuals, churches, and so on), fees for services, etc. – indicate whether sources are secured or pending and what those amounts are

• Explain how you expect to support the project after the grant ends.

**Covid-19 Impact:**

**How are you delivering service during the Covid-19 crisis?**

**How has Covid-19 impacted your organization, if at all?**

**WRAP UP:** In 2-3 sentences

• Summarize your request.

• Include the contact info of someone the foundation can reach out to with questions

Sincerely, [signature]

Name