

Fund II Foundation Letter of Inquiry Template

Fund II Foundation views the letter of inquiry as a mini-proposal. Prospective grantees or proposal writers may choose to send out a LOI as a way to get valuable feedback used to review their proposal ideas prior to submitting a full-length proposal.

Here are the common elements requested in the Fund II Foundation letter of inquiry:

- **Introduction**

The introduction is a short executive summary. It includes the name of the organization, the amount of money being requested, and a description of the project involved (indicate how the project fits with the funder's guidelines and funding interests).

- **Organizational Description**

It is a brief history of the nonprofit and gives a capsule of its programs and focuses on the organization's ability to meet the need that is stated. It directly connects what the organization currently does and what it hopes to accomplish with the funding that is requested.

- **Statement of Need**

Explain the need that can be met by the project/program. Describe the target population and geographic area. Provide a few significant statistical facts and several examples.

- **Methodology**

How will the project/program solve the need? Describe the project succinctly and include the major activities, names and titles of key project staff, and your project's objectives.

- **Other Funding Sources**

Include already secured funding if applicable and indicate how the organization expects to support the project activities after the initial time period.

- **Summary**

Restate the intent of the project, explain that the organization is ready to answer additional questions, and thank the funder for his or her time and consideration (Attachments that are consistent with the funder's guidelines can be included- A budget is preferable).

SAMPLE:

Name

Position

Organization/Foundation

Address

Dear Mr/Ms.:

Thank you for reading this letter of inquiry to your (organization/foundation). We hope to determine your interest in receiving a full proposal for our (project/program). We are respectfully requesting your consideration of a grant in the amount of \$35,000.

This project is our first outreach to (target audience). We are finding... We plan to provide... socialization opportunities, health and wellness information, and social services when needed to... Our program fits squarely within your Foundation's areas of interest (list).

Any (project), established in (year), (share assumption)... Our mission is to help...Our satisfaction rate among the (audience) we serve is a very high (%), according to our latest survey. We provide... throughout the year.

The (target audience) population of our county is expected to increase by (%) over the next (#) years. Many of those (target audience) are expected to.... Some of these (target audience) provide solution....

However, share potential risk....

Consequently, we are proposing...share solution... We think that by..., we can help...

We have limited our pilot to...If the pilot is successful, of course, we would want to further expand our programs to include...

Our one-year pilot program objectives include 1) ...; 2) ...; and 3) ...

Some of the activities that we plan to include...

The total cost of our pilot program for one year is (\$). Half of that has already been committed from both the county government and other funders. Your investment of (\$) will complete the funding we need to fully implement the pilot project. Our board of directors is enthusiastic about the project, and we already have a number of volunteers who have expressed interest.

We look forward to partnering with your foundation on this exciting project. If you have any questions or would like to receive a full proposal, please feel free to contact me at (contact number) (or by email at...). We deeply appreciate your consideration of our request and look forward to hearing from you soon.

Sincerely,

Name

Title

Project/Program

P.S. I enclose our latest annual report and catalog of activities offered at