

GRANT LETTER OF INQUIRY FORM

Please read the eligibility requirements on the Grants page at our website, www.impact-lv.org/grants before completing and submitting this Letter of Inquiry (LOI) Form.

Organization Name **Website**

Address **City** **State** **Zip**

Year Founded **EIN**

Project or Program Title

Contact Person/Title **Phone** **E-mail address**

Please select only one Focus Area for your application:

Culture
 Education
 Environment
 Family
 Health & Wellness

Project or Program Summary Information: *Please provide a 2 to 3 sentence summary description of your proposed project or program.*

I certify that this organization is an IRS 501(c)(3) organization. I certify that to the best of our knowledge, all information provided on this Form and in the required attachment is accurate and complete.

Authorized Name and Title (please print or type name)

Signature **Date**

GRANT LETTER OF INQUIRY FORM

Please provide the following additional information , not to exceed two pages, typed in no less than 10 point font for items 1 through 5.

1. Mission statement of your organization
2. Summary description of what your organization does for the community (please do not just repeat your mission statement).
3. Description of proposed project or program be funded by this Grant, including target populations, number of individuals you expect to impact with this program/project.
4. Explain if this is a new project/program or the expansion of an existing one. If it is an expansion, please elaborate.
5. Acknowledge the requirement that the project/program must use the entire Grant Award within 24 months.
6. Please include a copy of your organization's IRS tax-exempt determination letter.

Submitting Your Completed Grant Letter of Inquiry Form and additional information:

Required

- Combine the Grant Letter of Inquiry Form, additional information, AND copy of your IRS determination letter into **one PDF** file and attach it to your submittal email.
- The completed submittal may only be presented via email to grants@impact-lv.org. NO paper copies will be accepted.
- Please put LOI and the focus area you have selected in the Subject Line of your email (for example: LOI-Education or LOI-Health & Wellness).

All Letter of Inquiry submittals will be acknowledged electronically. Late submissions will not be considered

**The 2020 Grant Letter of Inquiry (LOI) must be received by
5:00 p.m., Monday, February 3, 2020**

IMPORTANT NOTICE: The first step in our evaluation process is to confirm that you have followed ALL of our instructions, followed our guidelines, adhered to our process, and submitted everything we requested *AS WE REQUESTED THEM*. This step is crucial as to whether or not your organization will move on in the evaluation process. Attention to detail at this stage is critical to moving on in the process.

Failure to follow all instructions and to submit a complete LOI in the form and manner in which we have requested will result in your LOI not being considered for our Grant Award.

We will NOT open NOR review any submissions prior to the deadline so it is your responsibility to make sure you have followed all instructions.