

# GRANT LETTER OF INQUIRY FORM

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

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**Organization Name** **Website**

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

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**Year Founded** **EIN**

**Project or Program Title**

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**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.***

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**Authorized Name and Title (please print or type name)**

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**Signature** **Date**

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Please provide the following additional information , not to exceed two pages, typed in no less than 10 point font for items 1 through 5 (checklist and copy of IRS determination letter are not counted as part of this two page requirement).

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 funding. **Please BE AS SPECIFIC as possible about how our funding will be used.**
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.
7. **COMPLETE AND SEND THE FOLLOWING LETTER OF INQUIRY CHECKLIST with your LOI.**

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

### Required

- Combine the Grant Letter of Inquiry Form, requested additional information, copy of your IRS determination letter, and the completed Letter of Inquiry Submittal Checklist 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](mailto: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 2022 Grant Letter of Inquiry (LOI) must be received by  
5:00 p.m., Tuesday, February 1, 2022**

**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 further 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.

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## Submittal Checklist

(must be completed and submitted with Letter of Inquiry)

<b>Submittal Compliance</b>	<i>Initial to indicate Completed or Included</i>
Submitted by deadline	
Submitted to grants@impact-lv.org	
Subject of submitting Email is "LOI – (chosen focus area)"	
Submitted LOI and all attachments as only one PDF Attachment to email	
<b>Completeness</b>	<i>Initial to indicate Completed or Included</i>
<b>Impact Las Vegas</b> LOI Form submitted	
One Focus Area Chosen	
All fields completed on LOI form	
Attachment of requested additional info	
No more than 2 pages (not counting IRS determination letter nor checklist)	
Mission Statement	
Summary of programs	
Description of project	
Target Population	
# of individuals to be impacted	
New project or expansion?	
If expansion, does it explain how this funding will affect it?	
Acknowledgement that all funds will be used in 24 months	
Copy of organization's IRS 501(c)(3) determination letter ( <b>not</b> your State of Nevada. Department of Taxation approval letter)	
Funding for project that serves residents of Southern Nevada	
<b>Compliance</b>	<i>Initial to indicate Completed or Included</i>
Agency in operation =>24 months	
Currently a 501(c)(3) organization	
Funding not used for restricted activity (see website for details)	

Signature \_\_\_\_\_

Date \_\_\_\_\_