

Letter of Inquiry Template

Answer these questions to begin developing content for your letter of inquiry.

1. BUSINESS LETTER FORMAT

- Who is the appropriate contact person in the grantmaker's office? If this isn't specified on their website, elsewhere on the web, in Foundation Directly Online, or in a Foundation DataBook, call their office to find out. If even that doesn't work, I recommend addressing the LOI to the executive director.
- What is the grantmaker's address?
- Does your agency have official letterhead?

2. INTRODUCTION

- How would you summarize your request in a single sentence: your organization's name, your project's name and its goals, etc.?
- How does the project fit with the grantmaker's own stated priorities?
- Do you have a previous relationship with the grantmaker? If so, mention it here. For example, have they funded you in the past?
- Were you were invited to apply by someone in the organization? If so, mention that here, too.

3. ORGANIZATION OVERVIEW

- What year was your organization founded?
- What is your mission statement?
- What are your core programs?
- Who does your organization serve?
- What are some of your recent accomplishments? For example, how many people did you serve last year?

4. SIGNIFICANCE

- What is the need your project or program is trying to address? Or, what is

the timely opportunity your agency is trying to take advantage of?

- Who will you be serving? Who will benefit, both directly and indirectly?
- What is your service area?
- Why is this program important?
- What evidence (statistics, powerful anecdotes, observations) can you briefly cite to demonstrate that this is a program your target audience wants or needs?

5. PROGRAM OR PROJECT DESCRIPTION

- How you will address the need – or take advantage of the timely opportunity – that you identified above?
- What are the major activities?
- When will the project take place?
- Who will be doing the work?
- How many people will be served...if your project is geared toward serving people directly?
- If you are collaborating with another organization, what is their role?

6. OBJECTIVES

- What results do you expect to achieve as a result of the project?
- Are those objectives Specific, Measurable, Actionable, Realistic, and Time-bound (S.M.A.R.T.)?

7. COST OF THE PROJECT

- What is the total cost of the project or program?
- Is this the total cost over one year, two years, three years, etc.?
- If you have a specific use in mind for the grantmaker's funds, what is it?
- What other sources of support have you identified? Are those funds secured, pending, or planned?
- Are volunteer hours a significant contribution to this project?

8. CONCLUSION

- What would you like next from the grantmaker? (Probably the chance to submit a full application.)

- If the funder has questions, how can they get in touch with you?

9. SIGNATURE

- Who is the most senior organization who can sign this letter?
- Are you required to include any attachments?

For more information on how to use this template, visit

<http://theresourcefulcommunity.com/letter-of-inquiry-template/>