**Letter of Inquiry 2018**

Dear Nonprofit:

Thank you for your interest in applying for a grant from Impact 100 Greater Indianapolis. Completing the Letter of Inquiry (LOI) form is the first step in our process. Before submitting a LOI, you should first understand the grant process and its requirements available at [impact100indy.org/grants/process/](http://www.impact100indy.org/grants/process/). If your organization is selected to receive an Impact 100 Greater Indianapolis grant, you will be required to execute a grant agreement and submit reports on how the funds are used (samples at <http://www.impact100indy.org/grants/process/>). Once familiar with the process, if you decide to submit an LOI, please follow these guidelines to ensure it is accepted.

***LOI Form***

1. Complete all questions on the form.
2. Save or print the form into PDF format.
3. Name the file as follows: [year]LOI\_[FocusAreaCommittee]\_[Organization].pdf (no spaces or punctuation). For example, the file name from “Paint the Streets” to the Arts & Culture committee in 2018 would be: 2018LOI\_ArtsCulture\_PainttheStreets.pdf.
4. Note that applications with responses exceeding word count limits may not be reviewed.
5. Impact 100 grants are for $100,000 and your proposal must address how you would use $100.000.

***Proof of 501(c)(3) status***

Prepare a document verifying your 501(c)(3) status in PDF format named as follows: [Organization]\_501C3.pdf.

***Submitting LOI and 501(c)(3) document***

1. Send an email with the LOI and 501(c)(3) document attached to grants@impact100indy.org.
2. **Use the LOI file name as the subject for the email**. The subject line is important to ensure the file does not get misplaced or overlooked.
3. Include the email of the contact person in the email body if it differs from the email of the sender.

***Deadline***

The deadline for submission is January 11, 2018 by 5:00 p.m. Late submissions will not be considered. We will email the named contact person with an acknowledgement of receipt of your LOI within one week of the closing deadline.

Impact 100 committees will review accepted LOIs to determine which organizations will be invited to submit Full Grant Applications. The contact will be notified of the decision and given an opportunity to speak with a member of the committee to discuss the LOI results and the grant application process.

If you have questions regarding the form or the process, please email us at grants@impact100indy.org.

Sincerely,

Impact 100 Greater Indianapolis

Project/Program Overview

Project/Program name: Enter name of project/program

Focus Area: [ ] Arts & Culture [ ] Education [ ] Environment [ ] Family [ ] Health & Wellness

Is the proposed project: [ ] New [ ] Ongoing [ ] Expanded project/program

Geographic areas and populations served by project/program:

Describe geographic area and populations served

High-level description of proposed project (75 word maximum):

Describe project/program in 75 words or less

Organization Information

Name of organization: Enter name of nonprofit organization

Legal name (if different): Enter legal name of nonprofit

Organization’s address: Enter nonprofit’s street address

Enter city, state and zip

Phone: Enter nonprofit’s phone

Website address: Enter nonprofit’s website

Year founded: Enter year nonprofit was founded

Mission statement: Enter nonprofit’s mission statement

Primary programs and services (250 words):

Enter nonprofit’s primary programs/services in 250 words or less

Organization History, including meaningful achievements (250 words):

Enter nonprofit’s history in 250 words or less

Organization Personnel Information

Executive Director/CEO: Enter name of Executive Director/CEO

LOI Contact: Enter name of contact person for this LOI

Contact’s phone: Enter the contact’s phone number

Contact’s email: Enter the contact’s email

Number of paid staff: Enter the number of paid staff

Number of volunteers (last year): Enter number of volunteers in 2017

Organization Financial/Tax Information

Organization is designated as a [ ]  501c (3) and/or [ ]  509(a)

Employer ID Number (EIN): Enter EIN

Annual operating budget: Enter annual operating budget

Endowment value (if applicable): Enter endowment value

Last year of CPA Audit or Financial Review? Enter last year of Audit/Financial Review

Which 990 did your organization last submit (check one)? [ ] 990 [ ] 990-EZ [ ] 990-N [ ] None

Percent of board members who contribute financially: Enter % of board who contribute%

Project/Program Details

Detailed description of proposed project/program (maximum 750 words). Please explain the program or project’s purpose, its timetable, and the results you hope to achieve.

Enter project/program details in 750 words or less

Project/Program Target Population

Description of target population(maximum 350 words), include:

* Who will benefit from the proposed project/program
* Size and demographics of the target population. Use corroborative statistical data, such as central Indiana SAVI (Social Assets and Vulnerabilities) data or government demographic data, if applicable
* Specific needs your project or program addresses

Enter a description of the project/program’s target population in 350 words or less

Project/Program Goals and Outcomes

Description of the proposed project or program goals and outcomes(maximum 350 words), include:

## How your proposed project or program addresses the needs described above

## An outline of the timetable for the project (a $100,000 grant must be used within two years)

## The project’s goals, proposed outcomes and how those outcomes will be measured/evaluated

Enter the project/program’s goals in 350 words or less

Project/Program Partners

Do you plan/hope to work with a partner? [ ] New partner(s) [ ] Existing partner(s) [ ] No partners
If there are partner(s), please list their names and their roles in the project (1-2 sentences per partner):

Enter names of partners and their roles

Project/Program High-Level Budget

Estimate the total project/program budget (may be preliminary):

|  |  |
| --- | --- |
| Total budget for project/program | $Enter total budget |
| Total dollars committed to date | $Enter total dollars committed to date |
| Percentage of project/program total cost a $100,000 grant would comprise | Enter % $100,000 would comprise% |

If requesting capital funds as part of project, are they for: [ ] Building [ ] Equipment [ ] Both

Estimate how a $100,000 grant would be used in this project/program (a detailed budget is not required, but a high-level outline with principle categories of spending is helpful; for example, $40,000 for a custom van)

Enter how $100,000 would be used

Other Project/Program Funding

Provide the amount and source of any dollars secured or committed for this project/program to date, including major funders, foundations, internal cash support, and in-kind gifts or services.

Enter dollars secured/committed to date

Project/Program Sustainability

Address how this project will be sustained when the grant money has been spent.

Enter how the project/program will be sustained after the grant is spent

Approval

This Letter of Intent must have the explicit approval of both the organization’s Executive Director/CEO and the Chair of the Board of Directors. Please confirm they have given their approval to this LOI by entering their names and dates of their approval in this box:

Executive Director/CEO name: Enter name Date: Enter date

Board Chair: Enter name Date: Enter date