



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 grant amount requested, and a description of the project involved (i.e., indicate how the project fits with our guidelines and funding interests).

- **Organizational Description**

Provide a brief history of your nonprofit and a snapshot of its programs. Focus on the organization's ability to meet the need stated, what the organization hopes to accomplish with the requested funding. Include your EIN number and deductibility status, as per the IRS.

- **Statement of Need**

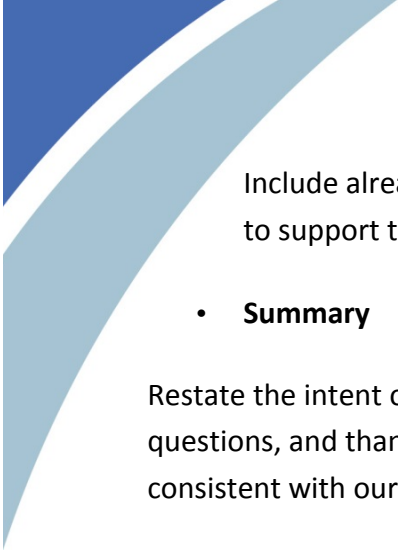
Explain the need that can be met by the project/program. Describe the target population and geographic area. Provide a few significant statistical facts and several examples.

- **Methodology**

Describe how the project/program will solve the need. Describe the project succinctly and include the major activities, names and titles of key project staff, and your project's objectives and how they will be measured. Explain how the funding will help you to expand the project.

- **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 Fund II Foundation for our time and consideration. Attachments that are consistent with our guidelines can be included, e.g., a program budget.





SAMPLE LETTER

Name
Position
Organization/Foundation
Address

Dear Ms. Burton:

Thank you for reading this letter of inquiry to Fund II 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 \$X.

The mission of our organization is to...

This project is our first outreach to (target audience). We are finding... We plan to provide... [e.g., 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) ... 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....

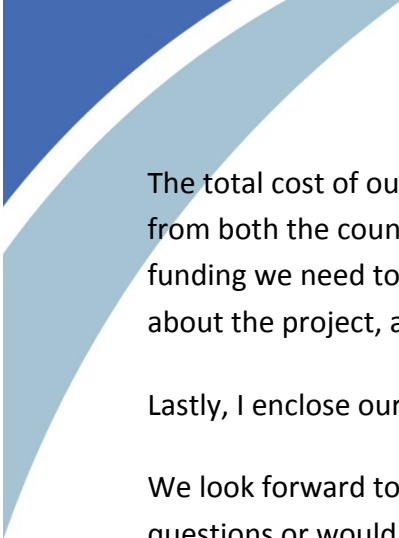
Consequently, we are proposing...share solution... We think that by..., we can help...

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 \$X. Half of that has already been committed from both the county government and other funders. Your investment of \$X 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.

Lastly, I enclose our latest annual report and catalog of activities offered at

We look forward to partnering with Fund II 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

