

Letter of Inquiry – Required Information

This document is provided for reference only. Please do not attempt to use this as an application or Letter of Inquiry, which must be submitted online at <http://morganfamilyfdn.egrant.net>.

The following information is required for submission of a Letter of Inquiry (LOI). [Bracketed items] are not required, but are requested/optional and may not be applicable for a particular request.

Organization Information

- Applicant organization's employer identification number (EIN)
- Legal name of organization
- [Other name, if different (DBA/Doing Business As or project name if applicant is serving as a fiscal sponsor)]
- Address Line 1
- [Address Line 2]
- City, State, Zip+4 (there is a look-up for +4 code within our online application system)
- Phone number
- [Fax number]
- [Web site]
- Name of top (paid) staff person
- Title
- Phone
- E-mail
- Is this organization an IRS 501(c)(3) public charity? Yes/No
- If not a 501(c)(3), is this organization a public agency/unit of government? Yes/No/Not Applicable
- Please give a 2-3 sentence summary of the organization's purpose

Proposal Information

- Grant/Project Title
- Name of contact person regarding this application
- Title
- Phone
- E-mail
- Please give a 2-3 sentence summary of the grant purpose
- Geographic area served classification (check all that apply): St. Cloud/MN Yellow Springs/OH Portland/OR Other (list) _____
- Briefly elaborate about the geographic area served
- Funds are being requested for (check all that apply): General operating support Start-up costs Capital Project/program support Technical assistance Advocacy Other (list) _____
- Request/project start date (MM/DD/YYYY)
- Request/project end date (MM/DD/YYYY)

Budget

- Dollar amount requested
- Total annual organization budget
- [For requests other than general operating support, what is the total project budget?]

Proposal Summary (narrative responses required)

- Please summarize the need/issue/opportunity your project addresses and briefly describe what your proposal will do to address it.
- What is the major goal you hope to address with this proposal?
- Who will be involved?
- Describe the people who will be impacted and briefly explain how they will be impacted.
- How will the project be implemented?
- What is your organization's capacity to implement your project (volunteers, partnerships, reputation, finances, etc.)?
- Please provide more detail about when the project will begin and end.
- Use and amount of funds requested, i.e., staff costs, consultant fees, materials, etc. Please list below and/or upload an expense budget with detail.
- Please provide three specific measurable outcomes for your proposal.
- Authorized by: By typing my name, title and date below, I certify that I am duly authorized to submit this letter of inquiry on behalf of the organization, and to the best of my knowledge the information contained herein is true, accurate and complete.
 - Name of top paid staff or board chair
 - Title
 - Date

For Reference Only