

Letter of Inquiry: Social Equity – Required Information for Summer/Fall 2020

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 brief summary of the grant purpose.
- Geographic area served classification (check all that apply): St. Cloud and/or MN Yellow Springs and/or OH Portland and/or 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 start date (MM/DD/YYYY)

- Request 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 describe the disparity (challenge/need) your proposal addresses and the inequity(-ies) causing the disparity.
- Briefly describe what your proposal will do to address the inequity and reduce the disparity.
- Describe the people who are directly impacted by the disparity (the target community). What are their demographic characteristics? Are there other people who might be impacted by the disparity and in what way?
- Briefly describe how the need and disparities for this marginalized population will be impacted if the grant is successful.
- Who will be involved in development, implementation and evaluation of this grant?
- Summarize the implementation plan for the grant.
- Please provide more detail about when the grant activities will begin and end if you receive this funding.
- 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. Identify which outcomes connect specifically to the inequity your proposal addresses.
- 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