

## Letter of Inquiry: Social Equity – Required Information for 2021

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):  MN  OH  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)

- Briefly describe the unfair disparity your grant will address and the harm caused to the community involved.
- Briefly describe what your proposal will do to reduce the disparity and make changes in attitudes, practices, or policies leading to positive outcomes.
- Describe the characteristics of the disadvantaged community who will be impacted. Approximately how many people will be served annually?
- Briefly describe the positive outcomes for this disadvantaged population if the grant is successful.
- Who will be involved in development, implementation and evaluation of this grant?
- Summarize the steps in 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 objectives for your proposal. Identify which objectives 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