



2022 Letter of Inquiry

(This form is for reference only—please use the online form for your submission at <https://www.impact100indy.org/grants/process/letter-of-inquiry-loi-form/>)

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/](https://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. Go to <https://www.impact100indy.org/grants/process/letter-of-inquiry-loi-form/> to access the LOI form online.
2. You will be able to Save incomplete forms and restart it later. You'll be sent a link to restart, and the link can be shared with others so they can complete parts of the form (only one person can access the form at any one time).
3. You must upload proof of your 501(c)(3) status (see next section) as part of completing the form.
4. Once you submit the LOI form you will receive an email acknowledging we have received your LOI and a second email with the output of your completed LOI form in pdf format.

Proof of 501(c)(3) status

Prepare a document verifying your 501(c)(3) status in PDF format named as follows: [Organization]_501C3.pdf. If your organization uses a fiscal sponsor and does not have their own 501(c)(3), prepare a PDF of the fiscal sponsorship agreement to prove the relationship named as follows: [Organization]_SponsorAgreement.pdf to ensure the Sponsor Agreement is stored with your application. We will also need a copy of the fiscal sponsor's IRS determination letter named as follows: [Organization]_SponsorIRS.pdf to ensure the document is stored with your application.

Deadline

The deadline for submission is January 13, 2022. Late submissions will not be considered. We will email the contact person with an acknowledgement of receipt of the LOI within one week of the 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 & Preservation Education Environment & Animal Welfare 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 (600 character maximum):

Describe project/program in 600 characters 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 (2000 characters):

Enter nonprofit's primary programs/services in 2000 characters or less

Organization History, including meaningful achievements (2000 characters):

Enter nonprofit's history in 2000 characters 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 last year



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 6000 characters). Please explain the program or project's purpose, its timetable, and the results you hope to achieve.

Enter project/program details in 6000 characters or less

Project/Program Target Population

Description of target population (maximum 3000 characters), 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 3000 characters or less

Project/Program Goals and Outcomes

Description of the proposed project or program goals and outcomes (maximum 3000 characters), 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 3000 characters 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