

Impact Oklahoma Letter of Inquiry 2009

Dear Nonprofit Organization:

Thank you for your interest in applying for a grant from Impact Oklahoma. Completing the Letter of Inquiry is the first phase in our process. For a complete description of our grant guidelines and process, please review the document "Impact Oklahoma Grant Guidelines" which is available at our website at www.impactoklahoma.org.

Please note that ALL questions included in the Letter of Inquiry outline must be completed. In addition, when completing the narrative sections of the letter, please focus on being thorough but brief (no more than 3 paragraphs).

Your Letter of Inquiry must be submitted no later than 5 p.m. CST on February 18, 2009.

Any submissions received after that time will not be considered. You will receive an email acknowledgement of receipt of your Letter of Inquiry.

Impact Oklahoma will review Letters of Inquiry and determine which organizations will be asked to move on to the Grant Application Phase. By March 2, 2009, you will be notified whether your organization has been selected to move on or not.

By submitting a Letter of Inquiry, you are agreeing that you have read and understand the sample Terms of Grant and the Interim and Final Report Samples, which are available on Impact Oklahoma's website at www.impactoklahoma.org. Further, should your organization be selected to receive an Impact Oklahoma grant, you will be required to execute a Terms of Grant document substantially similar to the sample, and submit interim reports and a final report substantially similar to those samples.

If you have questions regarding the Letter of Inquiry or the process, please email us at grants@impactok.org.

Sincerely,

Page Beatty, President
Impact Oklahoma

Impact Oklahoma Letter of Inquiry Worksheet

The 2009 Letter of Inquiry must be received by 5:00 p.m., February 18, 2009. Mail your submission to:

Impact Oklahoma,
P.O. Box 21706
Oklahoma City, OK 73156

Step 1: Letter of Inquiry Preparation

Organization Information

Please collect the following information describing your organization. This information should be included in your Letter of Inquiry.

1. Name of your organization
2. Legal name (if different)
3. Employer Identification Number (EIN)
4. Address of your organization
5. Phone number
6. Fax number
7. Website
8. Executive director name, title, phone, email
9. Contact for this proposal name, title, phone, email
10. Year founded
11. Annual operating budget
12. Mission statement
13. IRS 501(c)(3) nonprofit organization letter of determination

Focus Area Information

Please determine which focus area you will designate for your application. You must choose ONLY one. (Impact OK reserves the right to change the focus area if necessary.)

Culture

Environment

Education

Health and Wellness

Family

Proposal Summary Information

Please prepare the following information describing your proposed project or program. You should include each of these items in the Letter of Inquiry.

1. Project or program title
2. 2-3 sentence summary description of project or program
3. Total proposed budget for project or program
4. Total grant amount being requested
5. List of counties served by the project or program

Proposal Narrative

Please prepare your responses to the following questions describing your proposed program or project. You will be asked to answer each question in no more than 3 paragraphs.

1. What is the specific need your project or program addresses?
2. What is the target population (size and demographics)?

3. How does your proposed project or program address the need (i.e., what does it do)?
4. What is the duration of the project or program?
5. What are the measurable goals this project or program hopes to achieve?
6. How will Impact Oklahoma's grant money be spent? A detailed budget is not required at this point, but high level categories of spending should be outlined.
7. If the total project budget is more than the Impact Oklahoma grant, what additional funding has been secured?

Authorization

Please obtain authorization from the Executive Director or the Board President prior to submitting the application. You should certify that you have this approval in the Letter of Inquiry.

Step 2: Checklist

Before and submitting your Letter of Inquiry, please review the list of questions above and also use the following checklist to ensure you are ready to proceed.

- We are a 501(c)(3) with a certificate or letter of status
- We have identified a program or project clearly within Impact Oklahoma's eligibility guidelines:
- targets a defined population;
- for a defined duration;
- with defined, measurable goals;
- in Canadian, Cleveland, Logan and Oklahoma counties;
- will use the full amount of Impact Oklahoma's grant; and
- will expend the funds within 24 months
- We have provided an answer to all questions that will be asked
- We have clearly stated what we will do, how and why
- We have selected the focus area under which the proposal will be considered
- We have approval from our Executive Director and/or Board President to pursue this funding

Step 3: Letter of Inquiry Submission

Prepare and submit your Letter of Inquiry according to the above guidelines and mail to Impact Oklahoma.

All Letters of Inquiry MUST be received no later than 5:00pm CST on February 18, 2009.

Late submissions will be declined without consideration.

You may only submit your Letter of Inquiry one time.