

Impact Oklahoma 2011 Letter of Inquiry Worksheet

Thank you for submitting your Letter of Inquiry to Impact Oklahoma. Please follow these guidelines very carefully.

The 2011 Letter of Inquiry (LOI) must be **RECEIVED** by 5:00pm, February 18, 2011. ONLY e-mail submissions will be accepted.

Send to: grants@impactok.org

- *Late submissions will be declined*
- *Only one LOI from one non-profit agency will be reviewed*

Letter of Inquiry (LOI) Preparation

Organization Information:

This information should be included in your LOI

- Name of your organization
- Legal name (if different)
- Employer Identification Number (EIN)
- Physical address and mailing address (if different)
- Phone number
- Fax number
- Website
- Executive Director or CEO's name, title, phone number and email address
- Contact for proposal, name, title, phone number and email address
- Year organization was founded
- Annual operating budget
- Mission statement

****INCLUDE copy of your IRS 501 (c) (3) non-profit organization letter of determination with your LOI.***

Focus Area Information:

*Please determine which focus area to designate for your grant application and choose only one. **Please note: Impact Oklahoma has the right to change your focus area, if necessary.***

****PROVIDE services in Canadian, Cleveland, Logan and Oklahoma Counties, Oklahoma.***

1. **CULTURE**- Includes charitable programs that cultivate, develop, educate, and improve the cultural climate
2. **COMMUNITY**- Includes charitable programs that seek to:
 - Improve, enhance or restore the surroundings
 - Encourage research, public awareness and education relating to the community development
 - Promote conservation of our natural resources

3. **EDUCATION**- Includes charitable programs that further the ability to educate and improve education.
4. **HEALTH and WELLNESS**-Charitable programs that positively impact the mental and/or physical health and wellness of the people in the four county area.
5. **FAMILY**-Charitable programs that strengthen and enhance the lives of children and families.

Proposal Summary Information:

Please prepare the following information describing your proposed project or program. Include the items below in the LOI.

- Project or program title
- 2-3 sentence summary description of project or program
- Total amount of proposed budget for project or program
- List counties served by 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.

- What is the specific need your project or program addresses?
- What is the target population (size and demographics)?
- What is the timeline (beginning/end)?
- What are the measurable goals this project or program hopes to achieve?

Authorization:

Please obtain authorization from the Executive Director or CEO and/or the Board President prior to submitting the LOI. You should state that you have this approval in the LOI.

Checklist:

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

- 501 (c) (3) letter of status
- Identified a program or project clearly within Impact OK's eligibility guidelines
- Targets a defined population
- Defined duration
- Defined measurable goals
- Services provided in Canadian, Cleveland, Logan and Oklahoma counties
- Full amount of \$100,000 grant will be expended in 24 months
- Answered all questions
- Selected one Focus Area
- Approval of Executive Director, CEO and/or Board President to pursue this funding

All documents MUST be scanned and e-mailed and received by February 18, 2011 at 5:00 p.m.

Thank you again for applying to Impact Oklahoma. We appreciate all that you do for our community!