



LETTER OF INQUIRY FOR PROGRAM GRANTS

Completing the Letter of Inquiry Form is the first phase in our process. The Impact Austin **Letter of Inquiry (LOI)** is an online form. This document details the information you will be asked to provide. Please use this document to prepare your responses prior to completing the process online. For a complete description of our grant guidelines and process, please review the document “Program Grant Guidelines” which is available at our website at www.impactaustin.org.

Please note:

- All questions included in the Letter of Inquiry Form must be completed.
- When completing the narrative sections of the form, please adhere to the word limitation for each question.

Impact Austin will review Letters of Inquiry and determine which organizations will be asked to move on to the Grant Application Phase.

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

If you have questions regarding the form or the process, please email us at grants@impactaustin.org or call us at (512) 335-5540.

Step 1: Preparation

Organization Information (Agency Profile)

You will be asked to supply each of these items in the **Agency Profile PRIOR** to completing the Online LOI.

1. Employer Identification Number (EIN)
2. Name of your organization
3. Legal name (if different)
4. IRS 501(c)(3) and 509(a) public charity status. Must attach IRS status letter.
5. Date Established
6. Organization Description and Website
7. Mission statement
8. Create an organization username and password
9. Physical and Mailing Address of your organization
10. Organization Phone & Fax Number
11. Executive Director name, phone, email
12. Contact for this proposal name, title, phone, email

Proposal Summary Information (Proposal Cover Sheet)

You will be asked to supply each of these items in the *Proposal Cover Sheet* describing your proposed project or program. Please determine which focus area you will designate for your application. You must choose **ONLY one**.

1. Grant year – 20xx
2. Grant amount requested – please don't change the default amount in this field until directed to do so by Impact Austin
3. Agency Budget and End Date for Current Year
4. Initiative/Project title
5. Initiative/Project summary (100 word limit)
6. Initiative/Project Budget
7. Initiative/Project start/end dates
8. List of counties served by the project or program
9. Certification of acceptance of Terms of Grant and Interim/Final Reports
10. Focus Area – select only one
11. Program/Project Type (New, Expansion, Existing)

Certification

Please obtain authorization from the Executive Director or the Board President prior to submitting this application. You will be required to certify that you have this approval in the *Proposal Cover Sheet*.

Proposal Narrative

Please prepare your responses to the following questions describing your proposed program or project. You will be asked to answer each question using no more than **150 words**. Remember to use spell check/word count.

1. What is the specific need your project or program addresses?
 2. How does your proposed project or program address the need (i.e., what does it do)?
 3. What is the target population (size and demographics) for your project or program? If applicable, include the number of individuals you expect to serve.
 4. Please list any partners or collaborator.
 5. Please describe the specific role of each partner or collaborator
 6. What are the measurable goals the project or program hopes to achieve?
 7. How will Impact Austin's money be spent (high level description of amounts, e.g. Salary & Benefits \$30K)?
 8. If the total project budget is more than the Impact Austin grant, what additional funding has been secured?
 9. Is there anything you would like to add for our consideration? (optional)
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Step 2: Checklist

Before going online and submitting your proposal, 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) and 509(a) public charity with a certificate or letter of status
- We have identified a program or project clearly within Impact Austin's eligibility guidelines:
 - targets a defined population;
 - for a defined duration;
 - with defined, measurable goals;
 - in Travis, Hays, Bastrop and/or Williamson counties; and
 - will expend the funds within 24 months
- We have selected the focus area under which the proposal will be considered
- We have allocated the full amount of Impact Austin's grant in the budget including 20% of the grant amount designated to general operating expenses
- We have clearly stated what we will do, how and why
- We have approval from our Executive Director and/or Board President to pursue this funding

Step 3: Online Submission

1. If you have not previously completed an Agency Profile, follow this link to create your profile:
https://ctk.apricot.info/document/edit/id/new/form_id/31
2. If you have previously completed an Agency Profile, follow this link and use your login information to sign in:
<https://ctk.apricot.info/auth>. If you do not know your userid or password, please contact us at grantstech@impactaustin.org.
3. Update or Create your Agency Profile **FIRST**, then complete the Letter of Inquiry (LOI).
 - a. Once you start the LOI, it pulls the data currently saved in your Agency Profile which cannot be updated in the LOI form later.
 - b. You can work on the online LOI in pieces. When you are in the system, make sure that you always save your information to return to at a later time.
4. When ready, submit your completed Letter of Inquiry.

All Letters of Inquiry MUST be received by the published deadline. Late submissions will be declined without consideration. You may only submit your Letter of Inquiry once.