

Letter of Inquiry (LOI) Submission Announcement - 2018

Taos Community Foundation is hosting a short-cycle period for LOI submissions from eligible non-profit programs. The LOI process is intended to collect current organizational information that can easily be shared with fund-holders and potential donors, and also be reviewed by TCF's Core Grants Committee and other Field-of-Interest Fund advisors for funding consideration and grant award recommendations. TCF's LOI process is in lieu of a formal grant application cycle for 2018.

Elements for Preparing a Letter of Inquiry

1) LOI Proposal Coversheet – This will be page (1) one of the LOI submission. This document may be hand-written. Please make sure all lines are complete.

2) LOI Narrative – This will be pages 2-3 of the LOI submission. Please use the following guidelines for the Narrative section:

- no more than two single-spaced 8.5x11-inch pages
- margins of no less than one inch
- type size of no less than 12 points

The narrative **should provide a good overview** of the activities/programs your organization provides, and offer a synopsis of the community need or issue addressed by your work and the population(s) who benefit. The narrative may include other details as it pertains to the specifics of your request, either for Core Support or a Specific Project:

- Is collaboration with other agencies anticipated? If so, please include the partner-agencies and provide a brief summary of the roles of each partner within the project.
- Is this a time-sensitive project? If so, please outline the start and estimated completion dates.
- What is the desired outcome or results to be achieved?

3) Budget Outline – As a separate page, please provide the following information and any narrative statement if additional information seems important to highlight:

- What is the organization's total operating cost?
- If project related, what is the total cost of the specific project?
 - Is there other funding currently in place for the project?
 - If so, what is the amount and source of that funding?

4) Non-Profit Documentation / Signature Page – This will be the final page of the submission.

Please do not include newsletters, photographs, or marketing material as supplements to your LOI submission.

Deadline and Submission Instructions

LOIs should only be submitted by email transmission, in a PDF format. LOI's will not be accepted in hard-copy or fax, unless previously approved by TCF. Only one LOI may be submitted per organization during the open submission time period.

The deadline for LOI submission is: **Wednesday, March 7, 2018 by 4:00 PM.**

Please submit to the following email address: hforte@taoscf.org

Deliberation / Notification

Letters of Inquiry will be reviewed by the Foundation's Grants Committee and will be available to TCF fund-holders for further introduction to your organizations mission/work. By submitting a LOI, you give the Foundation permission to share it with other interested funders, both individuals and potential Foundation partners. The LOI's will be presented to fund-holders through both formal and informal methods and will be made available as new donor prospects engage with the Foundation.

Subsequently, selected LOI applicants *may* receive a formal invitation to submit further information, if needed, which could include a request for a site visit.

The initial round of Award Letters for funding will be sent no later than Wednesday, May 30, 2018. It is possible that subsequent funding may result beyond this initial round, and organizations will be notified if this occurs. As previously noted, it is not anticipated that TCF will post any additional Grant Application or LOI Cycles for the remainder of 2018.

Organizations that have late/outstanding Final Grant Reports are not eligible to submit a LOI until all previous grant reporting requirements have been met, and previous awarded grants are considered "Closed – In Good Standing". As there may be some "overlap" in the deadline for an existing grant and this current LOI deadline, organizations wishing to discuss this further are encouraged to contact Helen Forte, Director of Community Outreach,(575)737-9300 or hforte@taoscf.org for additional clarification.



Grant # _____
(for TCF office record)

LOI Proposal Coversheet – 2018

1. Applicant Information:

Organization / Agency:

Executive Director:

Mailing Address:

Telephone:

Fax:

Email:

Website:

Federal Tax ID (EIN#):

2. LOI Request – Please select one:

Core Support

Specific Project Title: _____

3. Organization's Mission Statement:

4. Please add two or three sentences outlining the work of your organization and any highlights you would wish to be shared with fund-holders and committee members.

Taos Community Foundation Non-Profit Documentation Checklist / Signature Page

Place a check in each box to certify that you have a current copy of these documents on file and can provide these documents if your LOI Proposal is accepted for funding or additional review. **Do not send hard copies of the following items.** Please sign below.

- Board Contact List for Non-Profit Programs – indicating board members’ names, community affiliations and contact information.
- Organization’s most recent 990 filed with the IRS. Filing Year: _____
- Current Organizational Budget, Profit & Loss Statement **and** Balance Sheet.
- If you are not a 501(c) (3), you must have a Fiscal Sponsor/Agent, please provide the following:

Fiscal Sponsor Organization: _____

Is there a written sponsorship agreement in place? YES NO

By signing this LOI Proposal, I am endorsing the accuracy of it and the commitment of my organization to implement the proposed scope of work as it is described.

Organization Name: _____

Executive Director

Date