

## 2019 LOI Template

### Organization Information

<b>Organization Name:</b>					
<b>Org Type:</b>	Dropdown Choices: 501(c)(3) or Fiscal Sponsor	<b>Year Incorporated:</b>		<b>Federal Tax ID #:</b>	
<b>Org Website:</b>			<b>Fiscal Sponsor Website:</b>	Respond only if applicable.	
<b>Executive Director:</b>					
<b>Contact Person and Title (if different):</b>					
<b>Email:</b>				<b>Phone:</b>	
<b>Address:</b>				<b>City, ST, Zip:</b>	
<b>Mission:</b> <i>(Limit: 100 Words)</i>					
<b>Geographic Areas, Communities &amp; Number of People Served Annually:</b> <i>(Limit: 50 Words)</i>	Description: Communities may be described in terms of socio-economics, race/ethnicity, age, gender, sexual orientation, etc.				
<b>Annual Org Budget:</b>				<b>Fiscal Year:</b>	
<b>Full-time Staff:</b>				<b>Part-time/Contract/ Temp Staff:</b>	
<b>Funding requested:</b>	Dropdown Choices: General Operating/Capacity Building, Program/Project, Capital				
<b>Proposal or Project Name:</b>	Respond only if applicable				

### Project Information (to be completed only if applying for a program/project or capital grant)

<b>Project Website:</b>	Respond only if applicable and different from organization's website.		
<b>Geographic Areas, Communities &amp; Estimated Number of People Served by the Project:</b> <i>(Limit: 50 Words)</i>	Respond only if different from above.		
<b>Total estimated budget and timeframe of proposed project:</b>	Please specify if the budget is per year or for the duration of the project.	<b>Number of full &amp; part-time/contract/temp staff dedicated to project:</b>	Respond only if different from above.

### Narrative (please answer all three questions in 600 words or less)

1. How is your organization serving communities affected by inequity due to race, gender identity, and other characteristics historically linked to discrimination and/or exclusion?
2. Describe how your organization has the expertise and track record to do the work?
3. How is your organization accountable to the community being served?

### Additional Questions

How would you use a \$100,000 grant to accomplish your objectives? (100 words or less)

Is this LOI being submitted by your organization on behalf of a formal coalition of organization? If so, please list the other organizations who are part of the coalition. (Limit: 100 words): Respond only if applicable