

## GUIDELINES FOR LETTERS OF INQUIRY (LOI)

**All grant applicants are required to submit a Letter of Inquiry (LOI).** This letter should be no longer than three (3) type-written, double-spaced pages and arrive at the Foundation via mail (1909 S. Main Street, Upland IN 46989), email at [marty.songer@avisfoundationinc.org](mailto:marty.songer@avisfoundationinc.org) or online submission by March 1. The letter should be submitted on the organization's letterhead and should be signed by the chief executive officer of the organization. The letter should include the following:

- A brief description of your organization.
- A copy of your IRS 501(c)(3) determination letter.
- A clear description of the need your request is intended to address, including the timeframe for completion. Multiple-year requests (up to three years) will be considered.
- A description of the target population and how it will benefit from the proposed grant.
- A description of the specific outcomes of your project and how those outcomes will be measured and evaluated.
- A description of the funding needs and the estimated total amount of the request.
- The contact person if other than the chief executive officer.

Other considerations:

- Matching or challenge grants are encouraged when possible.
- Inquiries for program support are preferred over requests for capital projects.

The Foundation will respond to the LOI within 60 days of the submission deadline regarding whether a full grant proposal from the organization will be considered. If the Avis Foundation will consider a full grant proposal, the guidelines of the proposal will be provided to the applicant.

*The Foundation's concurrence to consider a grant proposal does not guarantee the grant will be funded in part or in full.*