



Please submit only the requested information.

Letters of Inquiry must be **emailed** to grants@impact100philly.org and received no later than 5:00 pm on **January 9, 2012**.

LETTER OF INQUIRY FOR \$100,000 GRANT

Organization Name _____ Website _____

Address _____ City _____ State _____ Zip _____

County of Organization _____ Year Founded _____ Fiscal Year (mm/dd/yy - mm/dd/yy) _____

Title of Proposed Project _____ Total Project Budget (*at least \$100,000*) _____

Contact Person/Title _____ Phone _____ Email _____

Project Start/Completion Dates _____ Location of Project Activities _____

Is the applicant a 501(c)(3) organization? **Yes** **No** *If "No" and the applicant is applying under another organization's 501(c)(3) list the name here.*

Is the applicant a local chapter or affiliate of a national organization? **Yes** **No**

Does the 501(c)(3) org. have independently prepared financial statements (audit or review)? **Yes** **No**

Provide the following financial information: Total revenues, total operating expenses and net assets for the last two fiscal years (historical) and current year of operations (budgeted).

	FY:	FY:	Current Year:
Total revenues			
Total operating exp.			
Net assets			

Brief description of project, including target population:

Select one Impact100 Focus Area for your application:

Arts & Culture **Education** **Environment** **Family** **Health & Wellness**

By typing my name below, I certify that I am the executive director of the applicant organization. I further certify that I have reviewed the information in this application, and it is accurate and complete.

Executive Director (name) _____ Date _____

NARRATIVE ATTACHMENT

Provide information in the order listed, typing the bolded text in each prompt (e.g. "1. Mission statement and brief history") and then providing your answer. The narrative should be typed in 12 point and should begin on the following page. The narrative may not exceed three pages.

1. **Mission statement and brief history** of your organization, including notable successes.
2. **Summary of primary programs** in support of your mission.
3. **Description of proposed project**, including project budget and key personnel, and clarification that this is a new program or the expansion of an existing one. If it is an expansion, please elaborate fully.
4. **Target population**, number of individuals you expect to serve, and counties in which constituents reside.
5. **Measurable goals** this project hopes to achieve, and the impact it will have.
6. **Top five funding sources and amounts** for your organization for the last completed fiscal year.

Answer questions 7. and 8. only if applicable:

7. **How additional funding will be secured** if your total project budget is greater than the Impact100 grant of \$100,000.
8. **Details about your collaboration** if your project involves other organization(s).

PLEASE READ CAREFULLY:

1. *Begin your narrative on the next page. You may type directly into this form, or copy and paste material from another document. You may save your work in stages.*
2. *We do not need your IRS determination letter or other attachments at this time.*
3. *When your application is finished, save and submit it with a file name in this format:*

[Organization Name]2012LOI.pdf

- Feel free to use a nickname in the file name if it is commonly used for your organization. (For example, Impact100's grantee last year was West Philadelphia Alliance for Children. If WePAC were eligible to apply again, its file would be saved as WePAC2012LOI.pdf.)*
4. *Letters of inquiry must be **emailed** to **grants@impact100philly.org** and received no later than 5:00 pm on **January 9, 2012**. Early submissions are greatly appreciated.*
 5. *We will send you an email confirmation within 24 hours of receipt of your Letter of Inquiry. Please watch for that confirmation and **do not assume your application has been received unless you receive our email.***

