



2020 - 2021 Letters of Inquiry Guidelines

LETTER OF INQUIRY (LOI)

Before completing the LOI, please review our grant guidelines on our website at www.jwfpalmbeach.org. The purpose of the LOI is to determine if your organization/project fits within JWF's mission and priority areas and should be considered for a full proposal.

Please email a pdf to donna@jwfpalmbeach.org by 5PM Monday, July 29, 2019. **LOIs may not exceed three pages** (11 or 12-point font only) and should include the following information:

ORGANIZATION DESCRIPTION

1. Briefly describe your organization's mission, history, and current accomplishments as it relates to advancing the status of women and girls.

PROGRAM/FUNDING DESCRIPTION

2. Please provide a concise, one paragraph description of the program for which you are requesting funding or the organization if you are requesting general support.
3. Please specify if you are requesting project support or general operating support. Provide a statement of need including target population.
4. If you are requesting project support, briefly provide a summary of the program, including goals, the proposed activities and timeline, and a description of how the requested funds will be used.
5. If you are requesting general operating support, briefly provide a summary of the organization's activities and goals.

TARGETS, OUTCOMES, EVALUATION

6. Briefly describe how you will measure the progress of your project. What will be the indication of success in the short term?
7. How will the program create long-term social change as defined in the guide lines?

COLLABORATION

8. Briefly describe the role of the organizations/institutions you intend to collaborate or partner with in executing the program.

ATTACHMENTS

1. List of current secured funding as it relates to this grant request, including foundation, corporate, government, and individual donor support.
2. Organization's current budget.
3. One-page project budget (for project support requests only)