

Impact Austin Letter of Inquiry

Dear Nonprofit:

Thank you for your interest in applying for a grant from Impact Austin.

Completing the Online Letter of Inquiry Form is the first phase in our process. For a complete description of our grant guidelines and process, please review the document "Impact Austin Grant Guidelines" which is available at our website at www.impact-austin.org.

Please note that ALL questions included in the Online Letter of Inquiry Form must be completed. In addition, when completing the narrative sections of the form, please adhere to the word limitation for each question.

Impact Austin will review Letters of Inquiry and determine which organizations will be asked to move on to the Grant Application Phase.

By submitting an Online Letter of Inquiry Form, you are agreeing that you have read and understand the sample Terms of Grant and the Interim and Final Report Samples, which are available on Impact Austin's website at www.impact-austin.org. Further, should your organization be selected to receive an Impact Austin grant, you will be required to execute a Terms of Grant document substantially similar to the sample, and submit interim reports and a final report substantially similar to those samples.

If you have questions regarding the form or the process, please email us at grants@impact-austin.org or call us at (512) 335-5540.

Sincerely,



Rebecca Powers, President
Impact Austin

Impact Austin Letter of Inquiry Worksheet

The Impact Austin Letter of Inquiry is an online form. This document details the information you will be asked to provide in the form. Please use this document to prepare your responses prior to completing the form. If you have any questions, please feel free to contact us at grants@impact-austin.org or (512) 335-5540.

Step 1: Form Preparation

Organization Information

Please collect the following information describing your organization. You will be asked to supply each of these items in the Online Letter of Inquiry.

1. Name of your organization
2. Legal name (if different)
3. Employer Identification Number (EIN)
4. Address of your organization
5. Phone number
6. Fax number
7. Website
8. Executive director name, title, phone, email
9. Contact for this proposal name, title, phone, email
10. Year founded
11. Annual operating budget
12. Mission & vision statement
13. Summary of primary programs in support of mission
14. IRS 501(c)(3) and 509(a) public charity status

Focus Area Information

Please determine which focus area you will designate for your application. You must choose ONLY one.

Proposal Summary Information

Please prepare the following information describing your proposed project or program. You will be asked to supply each of these items in the Online Letter of Inquiry.

1. Project or program title
2. Program start/end dates
3. 2-3 sentence summary description of project or program
4. Project category (new, expansion, modification)
5. Total proposed budget for project or program
6. Total grant amount being requested
7. List of counties served by the project or program

Proposal Narrative

Please prepare your responses to the following questions describing your proposed program or project. You will be asked to answer each question with not more than a 150 word response.

1. What specific need does your project or program address?
2. How does your proposed project or program address the need (i.e., what does it do)?
3. Who is the target population for your project or program? If applicable, include the number of individuals you expect to serve.
4. What are the measurable goals this project or program hopes to achieve?
5. How will Impact Austin's grant money be spent (high level categories only)?
6. If the total project budget is more than the Impact Austin grant, what additional funding has been secured?

Authorization

Please obtain authorization from the Executive Director or the Board President prior to submitting this application. You will be required to certify that you have this approval in the Online Letter of Inquiry form.

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Step 2: Checklist

Before going online and submitting your proposal, please review the list of questions above and also use the following checklist to ensure you are ready to proceed.

- We are a 501(c)(3) and 509(a) public charity with a certificate or letter of status
- We have identified a program or project clearly within Impact Austin's eligibility guidelines:
 - targets a defined population;
 - for a defined duration;
 - with defined, measurable goals;
 - in Travis, Hays, Bastrop and/or Williamson counties;
 - will use the full amount of Impact Austin's grant; and
 - will expend the funds within 24 months
- We have selected the focus area under which the proposal will be considered
- We have stayed within the word limits
- We have clearly stated what we will do, how and why
- We have approval from our Executive Director and/or Board President to pursue this funding

Step 3: Online Submission

1. Go to the Impact Austin Website at www.impact-austin.org.
2. Go to the *Apply for Funds* page.
3. Choose *Application Process* from the menu.
4. In section 1: Submit Letter of Inquiry, click on "Submit Online Letter of Inquiry" link.
5. Complete the Online Letter of Inquiry Form using your prepared information.
6. Submit the form.

All Online Letters of Inquiry MUST be received by the published deadline. Late submissions will be declined without consideration. You may only submit your Online Letter of Inquiry one time. You will receive confirmation of your submission within 48 hours of the deadline.