

Guidelines for Submitting Letters of Inquiry

Application Requirements

All applicants must have a U.S. IRS 501(c)(3) certification and audited financial statements or charitable equivalency if not based in the United States. In certain cases, a fiscal sponsor ready to take full financial responsibility for a project will be accepted by the foundation. Be sure to read all of the application requirements listed below carefully.

A Letter of Inquiry in PDF format must include the following:

1A. Precise legal name of the applicant/organization which is responsible for all aspects of the project, including administrative, fiduciary, and programmatic responsibilities.

or....

1B. Precise legal name of the fiscal sponsor for the project and the name of the organization executing the project, if different. Clearly indicate which of the two would act as fiscal sponsor and therefore the legal entity which would receive the grant.

2. Contact information for applicant (and its fiscal sponsor, if applicable), including:
 - Mailing address
 - Website
 - Name, telephone number and email address for the individual responsible for the programming.
 - Name, telephone number and email address for the individual responsible for the fiscal oversight of the project.
3. Short project title
4. Total amount requested in USD
5. A 50-100-word abstract of the proposal (what is this about, why is this important).
6. A description of the project, including:

- a. Background
 - b. Grant period (start and end date)
 - c. Specific objectives
 - d. Approach
 - e. Anticipated results
 - f. Who will be involved (short description of principle investigator and potential partners)
7. Budget
- a. A preliminary detailed project budget
 - b. A list of project funding already secured
8. A list of references cited. There is no page limit for this section.

Format:

Please forward the **Letter of Inquiry** as one PDF document in US Letter paper format (8.5 x11") with minimum margins of 0.8 inches using no less than 12-point font. The PDF file name and email subject line should be: "the name of your organization" + "LOI Spring 2024."

Please strictly adhere to the following page limits and include all items 1-8 as listed above in a single PDF document.

- Two page limit for items 1-6 – organizational information and narrative.
- One page limit for item 7 - budget.
- As many pages as needed for item 8 - a list of references.

Please do not include embedded hyperlinks in any of the documents. If necessary, we prefer reference to a URL.

Questions about the LOI application should be sent to Irene Krarup, Executive Director, ikrarup@vkrf.org and Jennifer Kupinse, Operations and Grants Manager, jkupinse@vkrf.org.

The Letter of Inquiry should be submitted to grants@vkrf.org. Do not forward to individual staff members.

Letters of Inquiry that do not follow this format will not be considered.