



**FISHERS ISLAND  
CONSERVANCY**

# Letter of Inquiry (LOI)

## Application Form

Name of organization:			
Year established or incorporated:			
501(c)3 IRS designation as a public charity:			
Federal Tax ID Number:			
Executive director:			
Contact person: <i>(if different)</i>			
Address 1:			
Address 2:			
City:	State:	Zip:	
Phone:			
Email:			
Website:			
Mission:			
Organization Annual Budget:			

## Project Information

Please provide a one-paragraph summary of your project:

Total estimated budget of proposed project:

Please describe the critical need that your project seeks to address, how you would make best use of a grant of \$3,000-\$15,000, and the project's potential impact:

## **REQUEST FOR PROPOSAL:**

The Request for Proposal (RFP) invites application for a grant of \$3,000-\$15,000, typically paid in one- or two-year installments.

## **PROPOSAL**

Please provide the following information:

### **1. GENERAL INFORMATION**

- Name and address of organization making proposal
- Name, email and telephone number of organization head and, if different, the primary contact person regarding this grant
- Year of incorporation, mission of the organization, size of annual organizational budget
- Size of project budget, if applicable, and time period
- Number of staff, if applicable
- Number of volunteers and, if possible, annual volunteer hours
- Brief (one or two sentences) summary of the purpose of the project
- Signatures: Include the signatures of organization head and, if different, project lead

2. EXECUTIVE SUMMARY: Provide a summary of the proposal, not to exceed one page.

3. NEED: What challenge does this project seek to address?

4. PURPOSE OF THE PROJECT: Describe your proposal and its goals. How does it address the needs identified above?

5. ACTION PLAN: What steps must be taken to accomplish your goals? Include a staffing plan and a timeline.

6. PROJECT FUNDING PLAN: Provide a complete project budget, aligned with the action plan above, detailing how the budget would be used over a one- to two-year period.

7. EVALUATION: Describe how you will track progress toward proposed goals and evaluate the effectiveness of the proposal. How will you define and measure success?

8. IMPACT: What is the anticipated impact of this project?

9. COLLABORATION: Are there any similar existing projects or organizations that are addressing the same community need? If so, are there reasons/plans to consolidate your efforts? If not, how is your project unique?

10. ORGANIZATIONAL COMPETENCE: Explain your organization's organizational capacity to implement the project you are proposing. For example, discuss your organization's structure, staffing, familiarity with the problem to be addressed, track record of success, etc. Include a list of the current officers and directors of the organization, if applicable.

11. VERIFICATION OF 501(C)3 STATUS: Include a letter from the IRS confirming your tax-exempt status.