

LETTER OF INQUIRY

A letter of inquiry (LOI) should summarize your project and pique their interest. This should be one to three pages but try to be as concise as possible. Save the flowery language for the longer grant proposal.

Header

→ Follow normal memo procedures.

[Insert School Logo]

[Name of School District]

[Street Address]

[City, State]

[Month Day, Year]

[Dear Mr/Mrs. Contact's Name],

→ Important: Address the contact person at the funding organization. Do not leave this unspecified as "Grant Reviewer" or "Funding Organization."

Introduction

[Start here.]

→ In the introduction, summarize the project in one paragraph. Relate the project to the foundation's mission and values. Tell them who will manage the project and how much you're requesting right away.

Statement of Need

[Start here.]

→ The statement of need should involve your current situation and why this project is necessary. You must be specific about the issues you want to solve with this project. Describe your school ecosystem: what are the demographics and needs of your project's participants? Explain why your district is implementing the project and its impact on your school. This should be one or two paragraphs.

Objectives and Methodology

[Start here.]

→ State the main objectives of your project and how you plan to conduct it. How might the funding help with supplies or access to resources to complete the project? Explain how you will then evaluate the success of the project. Keep this between one and two paragraphs.

Budget/Other funders

[Start here.]

→ Restate the requested grant amount and its necessity. If this project will continue and needs sustainable funding, mention other funders or how the school will keep up with the project after its initial success. This could be student or community fundraisers or school budget changes.

Closing

[Start here.]

→ Thank them for their consideration and offer to answer further questions. End with a signature from a school district leader.