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# Writing a Persuasive Letter of Inquiry

## Course Packet



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Developed by: Dewlyn Nonprofit Services



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# Writing a Persuasive Letter of Inquiry

## Training Description

This fast-paced course uses a hands-on approach to guide participants through the steps involved in writing a persuasive letter of inquiry.

## The Letter of Inquiry

A Letter of Inquiry (LOI) is a 2-4-page “mini” proposal that serves as a quick way for you to introduce yourself and your charitable program to a potential funder. The LOI is also a resourceful way to open up conversation about the wonderful contributions that your program is making in your community and how much money is needed to continue or expand your services to more people.

If a funder determines that you are mission-aligned and likes what he/she reads in your LOI, usually, they’ll extend an invitation for you to submit more details about what you’d like them to fund. They may even fund you without additional information. Worst case, the funder decides to deny your request. In this case, you have spent very little of your time; simply thank them and move on to your next opportunity.



## Expectant Outcomes

Upon completion of this course and all course assignments, participants will have a completed LOI. In addition, participants will have the knowledge, skills, and abilities necessary to effectively communicate their organization’s story, followed by a compelling “ask” that is written in a clear and concise manner.



## The *You Name it* Grant Application

### **Guidelines**

- ABC Foundation is a new foundation and we are accepting grant applications for funding.
- Must be a 501c3 Tax-Exempt Nonprofit or working with a fiscal sponsor.
- Applications must not exceed 1 page typed or hand-written.
- Applications are due in 15 minutes.

( \_\_\_\_\_ )

(Grant Opportunity Name? "You" name it!)

### **Proposal Narrative:**

1. Who are you?
2. What do you do?
3. How will you use this grant?
4. Who will benefit from this grant? How do you know?
5. Why should I give it to you?
6. What is it going to cost?



## The *You Name it* Grant Application Rubric

Total points possible: 100

**1. Who are you? – aka – organizational background: 10pts**

Did the organization clearly state their name, mission, legal status, when they were founded, why they were founded, who founded them, and where they are located?

**2. What do you do? – aka – project description: 35pts**

Did the organization clearly and succinctly describe their program, stating exactly what they do each day, for whom, and why?

Did the organization list and explain each of their services, criteria for client engagement, and hours of operation?

**3. How will you use this grant? – aka – Use of Funds: 10pts**

Did the organization state exactly what the funds will be used for? This should be nearly dollar-for-dollar.

**4. Who will benefit from this grant? How do you know? – aka – target population: 10pts**

Did the organization identify their participants exact demographic? Gender, age, race, location?

Did the organization identify the profile of their participant, and describe the participants geographic location with details?

Did the organization correlate why this group needs the organization?

**5. Why should I give it to you? - aka – NEED Statement: 15pts**

Did the organization prove that there is a problem, and a gap in service to address the problem (using research data)? Did the organization clearly state what the cost of doing nothing will mean?

**6. What is it going to cost? - aka – budget & narrative: 20pts**

Did the organization provide an outline of all expenses needed to deliver the program along with an explanation for each expense? Did the program provide the amount of income they already have from other sources (including the amount and source name)?

Does the budget add up? Is it believable?

Do you think the organization sustain itself based on the proposed budget?



## LOI Example 1: ABC Dental Alliance, Inc.

ABC Dental Alliance, Inc.  
P.O. Box 233 ● Detroit, MI 48215  
Phone: (313) 555-5555 ● Email: info@abcdentalalliance.org  
Nonprofit 501(C)(3) ● Tax Id: 00-0001234

December 2, 2020

Humana Foundation, Inc.  
500 W. Main Street  
Louisville, KY 40202

Re: Letter of Inquiry

Dear Grant Administrator,

Hello! My name is Terri Leslie. I am the Executive Director for ABC Dental Alliance (ADA). ADA is a nonprofit community-based fully accredited, dental clinic located in Detroit, MI that provides free dental services for low income and uninsured residents of Wayne County, MI. In harmony with The Humana Foundation's interest in transformational changes in population health and health related quality of life, we help underserved populations by improving their oral health, which is closely related to general health. We find that when we solve our patients most immediate oral health issues such as dental pain and discomfort caused by dental disease, and cavities resulting from poor oral hygiene, there is an immediate change in their oral physical functions and stress levels. Our patients are now able to chew, smile, talk and laugh without pain or worry. There is a boost in confidence levels often leading to improved social and economic gains for them. My purpose for contacting you is to share some wonderful information about our **Emergent Care Program** and to request support in helping underserved populations gain access to critical dental services in our community.

*Project Title:* ADA Emergent Care

### *About us*

ADA is a 501(c)(3) organization, established in 2015, with a primary mission to improve access to high quality urgent dental care for the uninsured and low-income residents of Wayne County, MI. We fulfil our mission each day by helping people who can't afford dental treatment get the care that they need at low or no cost, and by providing oral health education and community linkages for our patients. In all, more than 11 licensed dentists and 8 hygienists, 12 dental assistants and medical interns combined to donate more than 8,000 hours in free dental hygiene/cleanings. Our dentists are compensated at a 50% rate for basic and restorative dental care.



## *Project Need*

ADA's free Emergent Care program is needed due to the increase in the percentage of adults who are low-income and uninsured and cannot afford to see a doctor or dentist and therefore allow physical and oral health to fail. According to the 2019 Community Health Needs Assessment report for our region, close to one in four residents of Detroit Metropolitan Counties have experienced a barrier to seeing a doctor in the last year due to the associated cost. In Wayne County, where ADA is located, Census.gov reports that approximately 247,000 people do not have health insurance, and approximately 323,000 do not have dental coverage. This is an issue because poor oral health affects our ability to speak, smile, eat, and show emotions. People with visible missing teeth and tooth decay have lower self-esteem, school performance, and attendance at work and school when compared to those with a healthy smile and no missing teeth or decay. Lack of access to dental care over time can lead to dental and physical health impairment. According to Healthcare.gov, a trip to the hospital for dental issues can cost up to \$1,500 per visit, and a trip to the hospital for health failure can cost several thousand to tens of thousands of dollars per visit. ADA's Emergent Care Program can help to mitigate these costs by removing barriers to access for dental care, treating the emergency regardless of a person's ability to pay, educating patients on prevention, and connecting them to a home dentist.

## *Project Description*

The ADA Emergent Care program provides access to oral health care for low-income uninsured residents of Wayne County, MI by responding to urgent requests from partner hospitals to treat patients who are experiencing emergency dental concerns that pose an immediate and possibly long-term oral health issue. Once enrolled in our program, these patients receive coordinated and comprehensive dental care for tooth pain and infection at no cost to them. Our services include an examination and x-ray, followed by a referral to a specialist appropriate for the level of care needed. We work with 11 dental provider offices that dedicate their time and expertise each month to people who otherwise would not have access to the services offered. Each year, we help approximately 350 people restore their oral health and maintain regular visits with their dental home, which has relieved our local hospitals from responding to preventable dental crisis from people who have no means of payment.

## *Target Population*

We serve people that are uninsured, low-income, underinsured, homeless, underserved, and poverty-level people residing in Greater Detroit Healthcare District of Michigan who have tooth pain and infection. The Greater Detroit Healthcare District includes the following zip codes in Wayne County, MI: 48238, 48239, 48230, 48242, 48243, 48204, 48205, 48210, and 48211.

## *Our Impact*

In the last 25 years, ADA has become a trusted partner for 8 local hospitals and medical facilities, 11 community-based partners, and 14 faith-based partners. This has resulted in our ability to coordinate free dental treatment nearly 800 dental patients who were without a job, homeless, food insecure, victims of crime, at-risk youth, immigrants, or other disadvantaged populations. As a result of ADA services, our



partner hospitals have reported significant reductions in Emergent Dental visits related to dental emergencies.

### *Program Goals*

Our chief aim is to expand our Emergent Care program in FY 2021 so that low-income and uninsured people in our County have access to high quality dental services that improve their oral health. Specific goals are:

1. To increase Emergent Care patients treated and educated by 25% for a total of XXX people treated by December 31, 2021. This equals XX additional people treated through expanded Emergent Care during 2021.
2. To ensure that 100% Emergent Care patients treated receive oral hygiene education and acquire the knowledge needed to properly care for their oral health.
3. To ensure that 100% of Emergent Care patients treated by ADA providers are linked to a dental home where they will receive routine oral health services and education.

### *Purpose and Use of Funds*

ADA receives \$50,000 in funding each year from the Detroit Health Alliance to serve 200 Emergent Care patients annually. The purpose of this request is to seek funding to expand the Emergent Care program by 25% (e.g. XX additional patients) in program year 2021. The average cost associate for each patient’s care is \$500 in our program compared to \$1,500+ spent in hospital emergency care.

**REQUEST: \$5,000.** If awarded, we intend to use 100% of this funding toward our program costs for serving patients in our Emergent Care program.

### *FY 2020 Program Budget*

Program Year: January 1 – December 31, 2020

Emergent Care Program Budget is \$124,960.

We are awarded \$50,000 from the Detroit Health Alliance.

We are requesting \$20,000 from the Wayne County Health Community Grant Program.

We are requesting \$5,000 from the Humana Foundation.

\*Detailed budget is attached

Thank you in advance for considering this request. I look forward to the opportunity to share more about our organization, partners, patients, and plans with you.

Sincerely,

*Terri Leslie*

Terri Leslie, Executive Director  
ABC Dental Alliance, Inc.





## LOI Example 2: Team Charity, Inc.

### **Team Charity, Inc.**

12240 Any Street, Detroit, MI 48215

Phone: (313) 443-0250-6256 • Email: Kevin@teamcharity.org

April 1, 2020

Attn: John Stephenson  
The Fraser-Parker Foundation  
3050 Peachtree Rd., NE, Suite 700  
Atlanta, GA 30305

Re: Letter of Inquiry

Dear Mr. Stephenson,

I hope this letter finds you and your family healthy and safe. My name is Kevin Anderson. I am the Executive Director for Team Charity, Inc. We are a Michigan 501(c)(3) tax-exempt nonprofit organization with a mission to promote access to health and wellness for seniors age 55 to 65 through advocacy and awareness in the Greater Detroit Area. In harmony with the Fraser-Parker Foundation's giving priorities that include support for health and social services for vulnerable populations, our Health Assistance Program (H.A.P.) engages in activities that remove barriers and increase access to quality healthcare for Michigan's low-income uninsured senior citizens that have not reached age 65, where they will qualify for Medicaid. Mr. Stephenson, these are extraordinary times that we face; and, now more than ever, people are in need of many levels of care and resources. I am contacting you to share details about our solution-based program helps those most in need, and to ask for assistance from the Fraser-Parker Foundation. With your help, H.A.P. can serve a greater number of seniors who need healthcare regardless of their ability to pay.

**PROGRAM NAME:** Health Assistance Program (H.A.P.)

**PROGRAM DESCRIPTION:** H.A.P. is a senior citizen patient assistance program that increases access to critical healthcare for low-income, uninsured seniors under 65 who cannot afford care. Our services include a coordination of resources and referrals for medical treatment and pharmaceuticals; funding assistance for drug copayments, health insurance premiums, deductibles, and other costs. We also offer patient advocacy and negotiation to help settle issues associated with access to care and debt related to illness. It is important to note that our program is not intended to be a substitute for professional medical advice, diagnosis or treatment; rather, we provide very specific linkages to medical care and supplies for individuals that need assistance locating, navigating, and paying for medical assistance for themselves.

**PROGRAM NEED:** Like other US states of appreciable size, Michigan has a considerable number of seniors who are poor; many of whom are either uninsured. In fact, about 140,000 Michigan seniors who still are among the working poor do not have the financial resources needed to even buy health insurance on the (Healthcare Exchange) Marketplace and don't currently qualify for Medicaid or Medicare. Without



access to adequate healthcare, chronic and persistent health conditions that have not been addressed may persist and possibly cut short lives that could have been saved. The most common barriers to accessing healthcare is lack of insurance, financial hardship, geographic location, and poor preventative healthcare literacy. Poor health conditions are further compounded by the lack of free or low-cost alternatives that would benefit the uninsured senior citizen population. Our program is solution-based. We work hard to identify free and low-cost services to ensure that seniors needing healthcare receive it, along with education and resources to mitigate preventable health emergencies in the future.

**TARGET GROUP:** Low-income uninsured seniors in Fulton County, GA, and counties contiguous to Fulton.

**GOALS:** The chief aim of the H.A.P. program is to improve health outcomes for low-income uninsured seniors who cannot afford care. We do this by providing resources, referrals and funding assistance for medical treatment and pharmaceuticals.

**PROGRAM GOALS:**

1. To enhance access to healthcare services for 1,800 seniors using a coordination of resources and referrals by December 31, 2020.
2. To provide healthcare advocacy for 100% of seniors that request assistance paying for or negotiating healthcare services and pharmaceutical costs by December 31, 2020.
3. To provide recommended or prescribed medical equipment or supplies for 100 qualified seniors.

**PURPOSE AND USE OF FUNDS:** We are requesting \$3,500. We intend to use 100% of this funding toward prescription copays for qualified seniors.

**PROGRAM BUDGET:** \$17,080. (See attached)

**Expenses**

Marketing: \$2,000  
Technology: \$3,380  
Communications: \$1,200  
Volunteer Training: \$500  
Client Fees: \$10,000

**Total: \$17,080**

Thank you in advance for your time and consideration. We look forward to the opportunity to share more about our program, partners, and successes with you.

Kind Regards,

*Kevin Anderson*

Kevin Anderson, Executive Director  
Team Charity, Inc.



## LOI Example 3: The Lighthouse Center, Inc.

The Lighthouse Center, Inc.  
123 Any Lane, Franklin, GA 30133  
Phone: 770-555-5555, Tax ID: 58-2608801  
Email: Mary@lighthouse.org

February 1, 2020

Attn: John Stephenson  
The Fraser-Parker Foundation  
3050 Peachtree Rd., NE, Suite 700  
Atlanta, GA 30305

Dear Mr. Stephenson,

Hello! This letter is from Mary Rogers, Executive Director for The Lighthouse Center, Inc. We are a 501(c)(3) tax-exempt nonprofit located in Grant County, GA, with a mission to improve outcomes for at-risk youth through positive youth development, skills-based training, and access to community-based resources and support. We were established in 2001 and have served more than 900 children over the years. In harmony with the Fraser-Parker Foundation's giving priorities that include support for at-risk youth programs, we have developed a virtual summer camp program for underrepresented youth in our county (Grant County, GA). I am contacting you to share exciting details about our Lighthouse virtual camp program and to ask for assistance from the Fraser-Parker Foundation with ensuring that our low-income kids have an opportunity to attend!

**PROGRAM NAME:** The Lighthouse Virtual Camp

**PROGRAM DESCRIPTION:** The Lighthouse Virtual Camp is more than a camp, it's a virtual summer learning program where disadvantaged low-income students who are attending under-performing schools in Grant County, GA have an opportunity to experience the magic of mentoring and summer camp right from their home. Our online academic and social environment is the perfect way for students to engage in simulated activities designed to advance their academic skills, connect to their peers, make new friends, all while preventing critical learning losses due to extended time away from school. Summer sessions are Monday – Friday for 2 hours per day, 10 hours per week. Summer camps are offered for 8 weeks during the summer, beginning the first week of June and ending the last week of July. Students are group by age, grade, and/or skill level in groups of no more than 8 per instructor. Curriculums are part academic and part extracurricular so that student have opportunities to become curious about the world around them, ask "what if" questions, and engage in guided exploration covering numerous academic and life-skill topics.

**PROGRAM NEED:** In Grant County, GA, nearly one third of all public school students in the district are at risk for dropout; just over 40% of student population is economically disadvantaged; and, only 27% of seniors will graduate with all of the core skills they will need to ably succeed at the next level, ready for college or career.



### Performance Snapshot

- Grant County's overall performance **is only higher than 21% of districts.**
- Its elementary students' academic growth **is higher than 54% of districts.**
- Its middle school students' academic growth **is only higher than 37% of districts.**
- Its high school students' academic growth **is only higher than 29% of districts.**
- **Only 32.2% of its 3rd grade students are** reading at or above the grade level target.
- **Only 48.4% of its 8th grade students are** reading at or above the grade level target.
- **Its four-year graduation rate is 71.7%, which is only higher than 1% of districts.**
- **34.7% of graduates are** college and career ready.
- **98% of all students are minority.**
- **43% of students are economically disadvantaged.**
- **Grant County District letter grade: D.**

**TARGET GROUP:** We target low-income Grant County, GA students in grades 1 through 12.

**GOALS:** Our chief aim is to positively change the trajectory for at-risk youth by helping them acquire the attitudes, skills and behaviors needed to complete high school and one day become self-sustaining contributing members of their community.

### PROGRAM GOALS

1. To enroll 50 youth in the Lighthouse Virtual Summer Camp – June through July 2020.
2. To ensure that 90% of participating youth advance in academic skills as measured by baseline and final assessments.
3. To enhance leadership and communication skills of participating youth by the conclusion of camp through positive youth development and problem-solving team-activities.

**PURPOSE AND USE OF FUNDS:** We are requesting \$2,500. We intend to use 100% of this funding toward marketing the program within underserved communities in the county and our program supplies.

**PROGRAM BUDGET:** \$16,813. (See attached)

#### Expenses

Camp Instructors: \$7,266  
Software Design/Support: \$600  
Marketing & Advertising: \$1,500  
Technology: \$6,447  
Program Supplies: \$1,000

**Total: \$16,813**

Thank you in advance for your time and consideration. We look forward to the opportunity to share more about our program, partners, and successes with you.

Kind Regards,

*Mary Rogers*

Mary Rogers, Executive Director  
The Lighthouse Center, Inc.



## LOI Example 4: The Work Center, Inc. – 3-Page Expanded LOI

### The Work Center, Inc.

801 Northland Parkway ● West Palm Beach, FL 33407  
Phone: (561) 605-8100 ● Email: davidomari@WorkCenter.org  
Nonprofit 501(c)(3) ● Tax Id: 85-1888770

January 1, 2020

C/O Kathryn Hubbard Rominski, Executive Director  
Hubbard Broadcasting Foundation  
3415 University Avenue,  
St. Paul, MN 55114

Re: Letter of Inquiry

Dear Ms. Hubbard Rominski,

My name is Dr. David Omari. I am the Founder and Executive Director for The Work Center, Inc. (TWC). In harmony with your priorities for education and leadership development, we are an international nonprofit that delivers workplace leadership training to reduce workplace bullying and suicide around the world. My purpose for contacting you is to share some wonderful information about TWC and to ask for your support in helping us to [XXXX](#).

### About Us

The Work Center, Inc. (TWC) is an international nonprofit training and development organization, based in West Palm Beach, FL. TWC has provided workplace training since 2011 and was officially formed as a nonprofit 501(c)(3) organization effective June 11, 2018. Our mission is to help others experience daily joy from purposeful work. We fulfill our mission through the development and delivery of positive workplace mentoring and training covering 64 professional development subjects that guide individuals toward their highest and best potential personally and professionally anywhere in the world. We're governed by an Executive Director (*me*), and a board of 3 very dedicated individuals. As a leadership team, we manage and receive assistance from several international groups that include a junior advisory board of 5 college students; a volunteer and support team of 30 trainers and mentors; and, 7 guest speakers and subject matter experts. Since 2011, we've impacted more than 4,200 people in 12 countries through TWC executive leadership training and development. In the last 18 months (since incorporating as a nonprofit organization), we have mentored 200 leaders from 26 companies in the private, public, government, educational and faith-based sectors. Based on measured feedback, TWC's training has resulted in high staff retention and motivation, which inevitably results in high performance along with financial profitability and sustainability for companies served.

### Why We Are Needed

The core purpose of TWC is to reduce the prevalence of workplace bullying and associated suicide that is happening on a global scale. It has been well documented that bullying in the workplace is becoming increasingly prevalent in professional environments around the globe. Studies suggest that nearly 30 percent of the working population has been bullied in their workplace. This practice denotes a hostile work environment similar to that of workplace sexual harassment and illegal discrimination of people within a protected class; however, according to the Workplace Bullying



Institute (WBI), workplace bullying is 3 times more prevalent than sexual harassment and 4 times more prevalent than illegal discrimination. Workplace violence and bullying has been elevated to a public health concern, as it affects more than business productivity. Similar to bullying in childhood, bullying in adulthood affects our well-being. According to the CDC, when adults are bullied at their place of work, this takes a large emotional toll leading to increased stress, low productivity, absenteeism, depression, anxiety, insomnia, high blood pressure, and post-traumatic stress disorder. The stress caused by bullying can leave a person feeling emotionally imbalanced leading to suicidal ideations due to feelings of social defeat. The impact of bullying is devastating to the health and well-being of individuals bullied, and employers also experience its effects. You see, when people are hired for a job, there exists an implied contract invoking an employer's duty of care for an employee's safety in the workplace. However, only about 3 percent of workplaces in the US have an anti-bullying policy in place; meanwhile over one-third of all employees in the US have been bullied at work. As a result, there is frequent absenteeism and employee turnover, which is estimated to reduce productivity in the workplace by 50 percent. According to SHRM.org, the estimated to cost employers \$55 million each year. When we factor in medical and legal fees associated with workplace bullying, some studies have been estimated the economic losses to employers to be over \$250 million annually.

At TWC, we know that workplace bullying is a completely avoidable public health and economic concern. We believe that it is very possible for every workplace (in and out of the home and paid or unpaid) to not only be a safe, healthy, and productive environment, but also a place where people find value and joy in their position and assigned tasks.

## Our Program Name

The Work Certificate Course (TWC Course)

## About the Program

Description: TWC is an 8-week, 64-hour course facilitated by TWC instructors and subject matter experts that guide participants through incremental lessons and daily decision making that culminates in a very specific new skill set. Employers find ways to proactively create positive, "hand to hand", ground level engagement with their employees that produces winning results. Employees develop a heightened internal locus of control, sense of purpose, connectedness to others, and appreciation for work. All participants learn to foster a work environment based on shared values and a pattern of communication and behavior that is supportive and understanding of personal and business needs. Through TWC training, participants acquire the knowledge, skills, and abilities they need to transform their workplace into one of symmetry (e.g. a balanced and healthy environment) where people value different roles and diversity and genuinely look forward to going to each day. Work is no longer viewed as a burden or cumbersome; rather, participants find purpose in their work and the completion of assignments. By the conclusion of training, participants fully embrace a Joy-at-Work culture that embodies an authentic respect for each other's purpose and uniqueness, thus leading to positive impacts for the individual, the organization, and society as a whole.

TWC courses are delivered in person, online, and at the request of our customers, we also offer hybrid courses (blend of online and in person). For online courses and the online sections of hybrid courses, we utilize Moodle, a Learning Management System (LMS) platform to deliver the training to participants via a Relational Online Model. Each participant receives their own login information and an orientation session to help them navigate the online training room where they each spend time reading, completing assignments, and engaging with their peers. We also offer hybrid

This course embraces the three main pillars of The Work Center, which are love, respect and support. Through transformational training and education, employees and employers develop pathways to actualize a positive and healthy workplace free of bullying in any form.



## Our Target Population

We welcome employers and employees anywhere in the world based on leadership needs. So far, we have served leaders in the United States, The Bahamas, Guyana, Trinidad, St. Lucia, Jamaica, Uganda, Sierra Leone, Suriname, Cuba, Puerto and Barbados.

## FY 2020 Program Goals

1. To increase TWC Certificate Training by 20 percent, training 240 participants by December 31, 2020.
2. To ensure that 90 percent or more of employees completing TWC Certificate Training, report an increase in daily joy at work during the 2020 program year.
3. To ensure that 90 percent of employers completing the TWC Certificate Training create and enforce workplace bullying policies within 90 days of completing the TWC training.
4. To enroll and train 20 individuals in TWC Train-the-Trainer Certificate Training by December 31, 2020.

## Our Request

**We are requesting \$XXXX.** We intend to use 100% of this funding toward our cost for XXXXXX

## Our Program Budget

Program Year: January 1 – December 31, 2020

Budget: \$XXXXX

\*Detailed budget is attached

Thank you in advance for considering this request. I look forward to the opportunity to share more about our organization with you.

Sincerely,

*David Omari*

Dr. David Omari, Founder and Executive Director  
The Work Center, Inc.



## Writing Assignments

Your Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Status: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Funder Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Re: Letter of Inquiry

Dear \_\_\_\_\_,

### Introduction Statement

In first person, write a brief overview of the organization and your reason for writing. Include your organization's legal status, mission, program name, and benefactors. If appropriate, include the organization's accomplishments. Include a sentence that shows that your organization is mission-aligned with the prospective funder. You will need to research the funder for this information. Limit writing to one concise paragraph with 4 to 5 sentences.

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## TARGET POPULATION

The Target Population describes who your organization serves. Example: Our program targets homeless veteran men with minor children in DeKalb County, Georgia.

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## PROJECT SMART GOALS

Smart Goals are specific, measurable, attainable, relevant and timely. Example: To provide housing for up to 24 homeless adult men and their minor children during our fiscal year (Jan 1 – Dec 31, 2018).

1. 

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2. 

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3. 

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**SMART Goal Planning**

**S** **SPECIFIC** → What EXACTLY do you want to accomplish?

**M** **MEASURABLE** → How will you know when you meet your goal?

**A** **ATTAINABLE** → Is it possible to meet this goal with effort by your timeline?

**R** **RELEVANT** → Is this goal worth working hard to accomplish?

**T** **TIMELY** → What is the deadline you set to meet your goal?

*A goal without a plan is just a wish. --Antoine De Saint Exupery*

Outcome: As a result of completing our program, homeless men gained the skills necessary to secure employment leading to financial self-sufficiency.

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## USE OF FUNDS

Describe in 1 to 3 sentences “exactly” what you will spend the money on if awarded.

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## PROJECT BUDGET

### INCOME

Grant (Insert Company that you are applying for) \$ \_\_\_\_\_

Grant – Other (Pending) \$ \_\_\_\_\_

Other - \$ \_\_\_\_\_

Board Contribution - \$ \_\_\_\_\_

Total Income \$ \_\_\_\_\_

### EXPENSES

Personnel: (Description) \$ \_\_\_\_\_

Supplies: \$ \_\_\_\_\_

Memberships: \$ \_\_\_\_\_

Marketing and Advertising: \$ \_\_\_\_\_

Month Rent: \$ \_\_\_\_\_

Total Expenses \$ \_\_\_\_\_



## CLOSING STATEMENT

Graciously thank the funder for their time and consideration. Remember to sign in blue ink!

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## Budget Example

<b>INCOME</b>	<b>Organization</b>	<b>Program</b>	<b>Description</b>
<b>Government Grants</b>	\$33,000	\$25,000	<b>Awarded:</b> HHS.gov (25,000)
<b>Foundation Grants</b>			<b>Requesting:</b> (Johnson Foundation \$2,000), (Anderson Cooper Foundation \$2,000), (We Give Company \$2,000), (Berkley Foundation \$2,000)
<b>Individual Contributions</b>	\$37,000		Received: \$15,000, Committed: \$22,000
<b>In-Kind (food and clothes)</b>	\$2,400	\$2,400	Received
<b>Board/Fundraising</b>	\$25,000	\$2,000	Received
<b>Total</b>	<b>\$97,400</b>	<b>\$29,400</b>	
<b>EXPENSES</b>	<b>Organization</b>	<b>Program</b>	<b>Description</b>
<b>Salaries</b>	45000		1 FTE \$45K, Executive Director
<b>Fringe</b>	3450		FICA @ 7.65% of salaries
<b>Payroll</b>	1800		Payroll Service: ADP bi-week payroll, year-end taxes
<b>Professional Services</b>	4800		Legal: \$1500, CPA: \$1800, Grant-writer: \$1500
<b>Insurance</b>	710		General Liability
<b>License and Fees</b>	1,200		Secretary of State Annual Fee, Business License, Bank Service Fees
<b>Rent</b>	7,680		\$640 per month
<b>Training and Dev</b>	1,200		Staff and volunteer training class, live, online, books
<b>Telephone</b>	3,000		onsite communication
<b>Website</b>	2500		Website hosting and updates
<b>Marketing &amp; Printing</b>	2500	1500	Printing and reproduction, business cards, stationery and letterhead, tablecloth and banner
<b>Office Supplies</b>	2,500	2500	Sanitizer, wipes, first aid, latex gloves, paper towels, Pads, paper, pens, printer ink, folders, markers post-it pads, garbage bags, office cleaning supplies, etc.
<b>Postage</b>	2,500	1500	postage and mailing
<b>Data Collection</b>	2,400	2400	Data tracking software
<b>Biohazard Disposal</b>	800	800	Sharps Mail-back kits for Syringe Disposal \$65 x 12 months
<b>Supplies: Prevention</b>	2,500	2500	1,200 sterile syringes and 5,000 latex condoms
<b>HIV Test Kits</b>	4200	4200	140 test kits to complete 120 Free HIV tests (20 are reserve)
<b>Program Care &amp; Support: Spring/Summer</b>	2,400	2400	Food, Water, wipes, sanitizer, first aid, for 300 people (approximately \$8 per person)
<b>Program Care &amp; Support: Fall/Winter</b>	4500	4,500	Food, Water, wipes, sanitizer, first aid, hand warmers, blankets, hat/scarf, gloves for 300 people (approximately \$15 per person)
<b>Total</b>	<b>95,640</b>	<b>22,300</b>	



## Blank Budget Template

Income Category	Organization	Program	Description
Grants			
Grants			
Corporate Contributions			
Individual Contributions			
Fee for Services			
In-Kind			
Board/Fundraising			
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	
Expense Category	Organization	Program	Description
Business Fees			
Fundraising			
Professional Services			
Insurance			
Rent			
Utilities			
Telephone			
Marketing			
Postage			
Dues and Subscriptions			
Technology			
Program Supplies			
Travel			
Training			
Other			
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	

## The Wrap Up

### Before Using a LOI to Apply for Funding...

Before mailing or completing a LOI online, read the funder’s guidelines for submission, and follow the guidelines precisely. Also, visit [www.guidestar.org](http://www.guidestar.org), enter the funder’s name and read their IRS 990PF so that you can gain a clear understanding of the kinds of programs they have funded in the past; which states they prioritize for funding; the amount of funding typically awarded; and in some cases, you’ll need to access the IRS 990PF for the address to send your LOI.

### Application Procedures

Per the funder’s guidelines, your LOI written request should be sent by US mail, email, or completed online (on their website). The LOI should be written on your organization’s letterhead, and ALWAYS signed by you in *blue ink*.

The LOI narrative should include the following:

1. An introduction. This is a brief, but detailed description of the organization and legal structure.
2. A title and description of the project to be funded
3. Why the project is needed.
4. A description of the target population and goals.
5. State the amount that you are requesting and explain how the funds will be used.

If a funder doesn’t give you guidelines for submission attachments, always attach or include a copy of the following “Standard Attachments:”

1. Copy of your IRS Tax Determination Letter
2. Board List (with affiliations)
3. List of Contributors (Donor information)
4. Organization and Program Budget
5. Financial Statements

Optional: Additional attachments may include your plans for reporting results, photos, brochures, pamphlets, or other material that describes your organization in greater detail.





## Researching Funding Opportunities

Grant databases will allow you to source funding opportunities at any time – based on your specific mission and goals. See below for a list of free grant databases:

1. The Foundation Directory Online (FDO).

FDO offers a free search tool - FDO Quick Start- which providing free, public access to essential information for over 100,000 foundations and over 250,000 IRS Forms 990-PF. Funder profiles include: Contact information, Fields of interest, Program areas, and Fiscal information. Website: <http://foundationcenter.org/find-funding/fdo-quick-start>.



2. FundsnetServices.com.

FundsnetServices.com is a free searchable database of grants of all types. Their purpose is to help spread the word about grants programs initiatives, fundraising programs, philanthropy, foundations and 501(c)(3) non-profits organizations sources by posting related links on their website: <http://www.fundsnetServices.com/>. Search by category at <http://www.fundsnetServices.com/sitemap.html> or by state at: <http://www.fundsnetServices.com/showcats/31/Regional-Grants-&-Resource-Sites.html>.

3. GrantGopher.com.

GrantGopher.com was founded in 2006 as a grant tracking web-based system that offers an online search engine with detailed information on available grants by location, program priority, or key word. GrantGopher.com provides users with timely email notifications about new grants each month.

Website: <https://grantgopher.com>.

4. The Grantsmanship Center.

Established in 1972, the Grantsmanship Center provides training, publications, technical assistance and consulting to nonprofits. They also list the top grantmaking foundations, community foundations and corporate giving programs by state. Website: <https://www.tgci.com/funding-sources>.

### Faith-Based Grants

5. CityVision.edu.

City Vision University is a program of TechMission.org. This website matches volunteers to volunteer opportunities. In addition, it offers a searchable database of over 10,000 Christian and faith-friendly foundations offering grant-giving opportunities. From the home page, click on the search feature and search for foundations by keyword or geographic location.

Website: <https://library.cityvision.edu/grants/by-type>.

# Funding Opportunities



**Categories:** Animal Welfare, Arts and Culture, Community, Education, Environment, Faith-Based, Health, Human Services, Social Justice.

## Global Opportunities

### A. O. Smith Foundation Grants

Deadline: Oct 30, 2020  
Geographic Scope: Global  
Amount: Up to US \$200,000  
Priority: Arts and Culture, Community, Education, Health, Human Services

**To Apply: Send Letter of Inquiry by Email or Mail**

C/O Rita Schwalbach  
A. O. Smith Foundation, Inc.  
P. O. Box 245008  
Milwaukee, WI 53224-9508  
Website: <https://www.aosmith.com/Foundation/>

### Baseball Tomorrow Fund

Deadline: None  
Geographic Scope: Global  
Amount: Average \$40,000  
Priority: Human Services  
Keywords: Youth baseball and softball

**To Apply: Go to the website and download the Letter of Inquiry instructions.**

Website: <https://www.mlb.com/baseball-tomorrow-fund>

### Boeing Company Corporate Contributions

Deadline: Varies by location  
Geographic Scope: Global locations and US locations in the following States: AL, AK, AZ, CA, CO, FL, HI, IL, MD, MO, MT, OH, OK, OR, PA, SC, TX, UT, WA, DC.  
Amount: Unspecified

Priority: Arts and Culture, Community, Education, Environment, Health, Human Services, Social Justice.  
Keywords: Children and youth, enrichment programs, Veterans, workforce development.

**Special Note:** This program is by invitation only.

**To apply should contact the community investor to discuss the project.**

Boeing Corporate Offices  
100 North Riverside Plaza  
Chicago, IL 60606  
Phone: (312) 544-2000  
Website:  
<https://www.boeing.com/principles/community-engagement.page>

### DanPaul Foundation

Deadline: Rolling  
Geographic Scope: Global  
Amount: US \$200 - US \$15,000  
Priority: Environment, Human Services  
Keywords: Scholarships, Scientific Endeavors, Clean Air + Water, Child Welfare, abuse and neglect, Homelessness, Poverty + Neglect, and proper nutrition, Refugee Enrichment.

**Apply by sending Letter of Inquiry using their online contact form.**

Website: <http://www.danpaulfoundation.org/>



## Florida Blue Foundation

Deadline: None Stated  
Geographic Scope: United States and select international countries.  
Amount: Unspecified  
Priority: Arts and Culture, Community, Education, Health, Human Services.  
Keywords: Critical issues, local communities, birth to 5

### To apply mail Letter of Inquiry to:

C/O Corporate Social Responsibility  
Florida Blue Foundation  
4800 Deerwood Campus Parkway, DC3-4  
Jacksonville, FL 32246  
Email: [communityrelations@floridablue.com](mailto:communityrelations@floridablue.com)  
Website:  
<https://www.floridablue.com/foundation/eligibility>

## HONOR THE EARTH GRANTMAKING PROGRAM (NATIVE COMMUNITIES GRANT)

Deadline: No deadline (although grant applications may only be reviewed two times per year)  
Geographic Scope: Mexico, United States, Canada  
Amount: \$1,000 to \$5,000  
Priority: Community  
Keywords: Building Resilience in Native/Tribal Indigenous Communities.

### To apply, submit a Letter of Inquiry or grant proposal and budget (must follow guidelines provided)

Website: [http://www.honorearth.org/grants\\_app](http://www.honorearth.org/grants_app)

## Knight Foundation

Deadline: Rolling  
Geographic Scope: Global  
Amount: Not Specified  
Priority: Animal Welfare, Arts and Culture, Community, Education, Environment, Faith-Based, Health, Human Services, Social Justice.

### To apply, complete an Online Letter of Inquiry

Website: <https://www.knightfoundation.org/apply/>

## Phillips-Van Heusen Foundation

Deadline: None  
Amount: Not Specified  
Geographic Scope: Global  
Priority: Arts and Culture, Health, Human Services  
Keywords: PVH Cares, women and children, leadership training; promoting gender neutral leadership; and, understanding women's challenges and needs in the workplace.

### To apply, mail Letter of Inquiry to:

Guy Vickers, President  
The Phillips-Van Heusen Foundation  
200 Madison Avenue  
New York, NY 10016

## Semnani Family Foundation

Deadline: Rolling  
Geographic Scope: Global  
Amount: Up to US \$27,000,000  
Priority: Faith-Based, Health, Human Services  
Keywords: Poverty, hunger, domestic violence, rape, child abuse, literacy children, women, Disaster, Iranian American Issues, Religious Intolerance.

### To apply email or mail a letter of inquiry.

The Semnani Family Foundation  
P.O. Box 11623  
Salt Lake City, UT 84147  
Email: [info@semnanifamilyfoundation.org](mailto:info@semnanifamilyfoundation.org)  
Website: <http://semnanifamilyfoundation.org/>

## Tomberg & Brecher Charitable Funds Grant

Deadline: Sept 8, 2020  
Location: Global  
Amount: \$5,000 to \$15,000  
Priority: Education, Environment, Health, Human Services  
Keywords: poverty alleviation, pilot programs, new programs,

### To apply, go to website and submit Letter of Intent online.

Website:  
<http://www.tombergphilanthropies.org/about-our-grants/>



### **W. C. Swanson Family Foundation**

Deadline: None  
Location: Global  
Amount: up to \$15,000  
Priority: Arts and Culture, Community, Education, Health, Human Services

**To apply, complete your Letter of Inquiry on their website.**

Website: <http://www.swanfound.org>

### **Westrock Foundation**

Deadline: None  
Amount: Not Specified  
Location: Global (wherever Westrock has a presence)  
Priority: Education, Environment.  
Keywords: ensure that tomorrow's workforce is prepared, water, forest, wildlife diversity, and sustainability

**To apply, mail Letter of Inquiry to:**

WestRock Foundation  
1000 Abernathy Road NE  
Atlanta, GA 30328

Website:

<http://www.westrockfoundation.org/index.html>

Email: [foundation@westrock.com](mailto:foundation@westrock.com)

### **Workday Foundation**

Deadline: None  
Amount: Not Specified.  
Location: CA, CO, DC, FL, GA, IL, MA, MN, NY, NC, OR, PA, TX, UT, VA, New South Wales,  
International: Austria, Belgium, British Columbia, Czech Republic, Denmark, Finland, France, Germany, Hong Kong, , India, Ireland, Italy, Japan, Malaysia, Netherlands, New Zealand, Norway, Ontario, Poland, Quebec, Queensland, Singapore, South Africa, South Korea, Spain, Sweden, Switzerland, Thailand, United Kingdom, Victoria.  
Priority: Human Services  
Keywords: career pathways, poverty, workforce development, coding camps for girls and technical training for veterans.

**To apply, email the foundation a 1-page Letter of Inquiry.**

If there is a fit, the Foundation will request further information.

Email: [foundation@workday.com](mailto:foundation@workday.com)



## National Opportunities

### Alton Foundation

Deadline: None  
Geographic Scope: United States  
Amount: Unspecified  
Priority: Health, Human Services  
Keywords: Charitable purposes, rescue missions, youth, housing

#### To apply: Submit Letter of Inquiry

C/O. Kirby Alton  
P.O. Box 4029  
Thousand Oaks, CA 91359  
Contact: (805) 445-6484

### Bradshaw Charitable Foundation

Deadline: None  
Geographic Scope: United States  
Amount: \$20,000  
Priority: Arts and Culture, Education, Faith-Based, Health, Human Services  
Keywords: housing, sports, youth, rehabilitation

#### To apply, mail a Letter of Inquiry to:

C/O Stanley J. Bradshaw, President  
Bradshaw Charitable Foundation  
75 Brookhaven Road  
Pinehurst, NC 28374-7086

### C.E. Brehm Foundation

Deadline: none  
Geographic Scope: United States  
Amount: \$3,000  
Priority: Animal Welfare, Community, Education, Environment, Health, Human Services  
Keywords: basic needs, biodiversity, economic development, job training, mental health, shelter

**To apply, submit a Letter of Inquiry.** The Foundation does not have a website. Contact # 406-539-6204.  
The C.E. Brehm Foundation  
P.O. Box 1749  
Bozeman, MT 59771

### Change Happens Foundation

Deadline: None  
Geographic Scope: United States  
Amount: \$2,500 to \$50,000  
Priority: Education, Environment  
Keywords: K-12 STEM, higher education, conservation, climate change and sustainable energy.

#### To apply, complete online Letter of Inquiry:

<https://www.changehappens.us/LOIs/Create>  
Website: <https://www.changehappens.us/>

### Comcast Foundation

Deadline: None  
Geographic Scope: United States – where Comcast does business.  
Amount: Not Specified  
Priority: Community, Education  
Keywords: Digital literacy, youth leadership, volunteerism and community service.  
Special Note: No unsolicited requests, but can send letter of inquiry:

#### To apply, mail Letter of Inquiry to:

One Comcast Center  
48th Floor  
Philadelphia, PA 19103 - 2838  
Contact (215)-286-1700

### Ellis Family Charitable Foundation

Website: None  
Amount: Not Specified  
Geographic Scope: United States  
Priority: Arts and Culture, Education, Faith-Based, Health, Human Services  
Keywords: Christianity, substance abuse, crime prevention, youth, camps and ranches, recreation, diseases and disorders, equestrianism, higher education, mental health, and economic development,  
Special Note: Supports building and renovations, capital, infrastructure, general support, and program development.



**To apply, mail Letter of Inquiry and include standard attachments + results expected from proposed grant.**

Mail to:  
C/O Kendrick G. Ellis  
5200 E. La Palma Avenue  
Anaheim, CA 92807  
Contact (714)-777-8600

### **Firespring Foundation**

Deadline: None  
Geographic Scope: United States  
Amount: unspecified  
Priority: Community  
Keywords: Website development, and community-based services.

**To apply, visit their website – use their basic contact form and file upload.**

Website:  
<https://www.firespringfoundation.org/organizations/>

### **The Generation Trust**

Deadline: None  
Geographic Scope: United States  
Amount: \$5,000 - \$200,000  
Priority: Faith-Based, Human Services  
Keywords: Christian organizations, ministries, and outreach, youth services.  
Special Note: includes seed money.

**To apply, mail Letter of Inquiry to:**

Attn: Marsha Manahan  
c/o Fifth Third Bank  
P.O. Box 1868  
Toledo, OH 43603

### **The Groundswell Fund (Catalyst Fund)**

Deadline: No deadline specified  
Geographic Scope: United States  
Amount: \$20,000 to \$200,000  
Priority: Social Justice  
Keywords: Grassroots, reproductive justice, led by women of color or by low-income white women and transgender people.

**To apply, contact Groundswell at [info@groundswellfund.org](mailto:info@groundswellfund.org)** with a brief summary of your work and when appropriate, staff will schedule a

call to discuss. Website:  
<https://groundswellfund.org/catalyst-fund/>

### **Hooters Community Endowment Fund, Inc.**

Deadline: None  
Geographic Scope: United States  
Amount: Up to \$20,000  
Priority: Health, Human Services.  
Keywords: Genetic diseases, cancer, muscular dystrophy, diabetes, hunger, human services, veterans and sports teams and events.  
Special Note: Hooters is also interested in sponsoring charity events in communities where a Hooters restaurant is located. Please contact the general manager of the Hooters in your city to discuss involvement. The best time to see a manager is from 3-4 p.m. Monday - Thursday.

**To apply for general support using a marketing or sponsorship proposal, send a request to;**

Hooters of America, Inc.,  
Attn: Marketing,  
1815 The Exchange,  
Atlanta, GA 30339.  
Website: <https://www.hooters.com>

### **Hubbard Broadcasting Foundation**

Deadline: None  
Geographic Scope: United States  
Amount: Not Specified  
Priority: Arts and Culture, Education, Health, Human Services  
Keywords: Hockey, leadership development.

**To apply, mail Letter of Inquiry**

C/O Kathryn Hubbard Rominski, Executive Director  
3415 University Avenue,  
St. Paul, MN 55114  
Contact: (651) 642-4305

### **Leland Fikes Foundation**

Deadline: None  
Geographic Scope: United States  
Amount: Not Specified  
Priority: Arts & Culture, Community, Education, Environment, Health, Human Services, Social Justice.  
Keywords: medical research, family planning, public interest groups, anti-discrimination, child welfare,



diseases and disorders, domestic violence, food pantries, homelessness, legal services, mental health.

**To apply, mail Letter of Inquiry. Include standard attachments + Qualifications of key personnel Signature and title of chief executive officer, program evaluation or measurement, sustainability plan.**

Send Letter of Inquiry to:  
C/O Risa Gross  
Leland Fikes Foundation  
3161 Webb Avenue  
Dallas, TX 75205  
Contact (214) 754-0144 / Website: None

### **The McMaster Family Foundation**

Deadline: None  
Geographic Location: US (though funding is focused somewhat in Connecticut and Florida)  
Amount: Not Specified (Avg is up to \$1,000)  
Priority: Arts and Culture, Education, Faith-Based, Health, Human Services  
Keywords: Basic aid, Diseases and disorders, Education (elementary, secondary, and higher), Fire prevention and control, Religion (Christianity), and Housing & Shelter.

**To apply: Mail a Letter of Inquiry to:**  
The McMaster Family Foundation  
C/O Lee P. McMaster  
215 S. Ocean Grande Dr.  
Ponte Vedra, FL 32082  
The foundation does not have a website at this time.  
Contact (904) 825-2110

### **Malbis Memorial Foundation**

Deadline: None  
Geographic Scope: United States  
Amount: \$65,000  
Priority: Arts and Culture, Environment, Faith-Based, Health, Human Services  
Keywords: Biodiversity, Diseases and disorders, reproductive health care, Housing and shelter, Human services, Public affairs, Religion – Christianity.

**To apply, mail Letter of Inquiry to:**  
C/O Bookkeeper

Malbis Memorial Foundation  
29300 State Highway 181  
Daphne, AL 36526  
Contact # 251-626-6739 Website: None

### **Nahikian Family Foundation**

Website: None / Deadline: None  
Location: United States  
Amount: \$6,000  
Priority: Animal Welfare, Environment, Health, Human Services  
Keywords: Crisis intervention and domestic violence, Disaster and emergency management, Diseases and disorders, Shelter and housing.

**To apply, mail a Letter Inquiry to:**

c/o Wells Fargo Bank BA  
16 Broad Street  
Charleston, SC 29401  
Contact (800)-280-1550

### **Norman Foundation**

Deadline: None  
Geographic Scope: United States  
Amount; Up to \$20,000  
Priority: Community, Environment, Human Services, Social Justice.  
Keywords: Economic, environmental, and social well-being.

**To apply, email a short two- or three-page letter of inquiry to the Program Director.**

The Foundation accepts letters of inquiry by email (PDF or Word files only) to [loi@normanfdn.org](mailto:loi@normanfdn.org), by fax to 212-230-9849 or by regular mail (address on website). Please use only ONE method; do not send duplicates.

Website: <https://normanfdn.org/applying-for-a-grant-1>

### **Physicians Mutual Insurance Company Foundation**

Location: United States  
Amount: Unspecified  
Deadline: None  
Priority: Arts and Culture, Education, Human Services  
Keywords: higher education, youth development, business, museums and botanical gardens.



**To apply, mail a Letter of Inquiry to:**

Attn: Kim Holzapfel  
Physicians Mutual Insurance Company Foundation  
2600 Dodge Street  
Omaha, NE 68131-2672

**Rolander Family Foundation**

Deadline: None  
Geographic Scope: United States  
Amount: \$20,000  
Priority: Arts and Culture, Faith-Based, Health, Human Services  
Keywords: public broadcasting, medical research, children with special needs, religion, and housing.

**To apply, mail a letter of inquiry to:**

C/O Stephen B. Rolander  
The Rolander Family Foundation  
2724 Snowy Meadow Court  
Raleigh, NC 37614  
Contact (919) 876-0838

**Strong Tower, Inc.**

Deadline: None  
Geographic Scope: United States  
Amount: Not Specified  
Priority: Education, Faith-Based, Human Services  
Keywords: Religion (Christians, Presbyterians, Protestants), and Youth Development.

**To apply, mail a letter of inquiry to:**

C/O C. Joel Osteen  
101 Fraser Street  
Hinesville, GA 31313  
Contact (912)-877-2211

**TJX Foundation Grants**

Deadline: None  
Location: United States  
Amount: Unspecified amount  
Priority: Education, Environment, Human Services  
Keywords: basic needs; at-risk youth Workforce readiness, domestic violence, shelter.

**To apply, complete an eligibility questionnaire and then an online Letter of Inquiry online.**

Website:  
<http://www.tjx.com/responsibility/communities/our-us-foundation.html>

**Thomas E. Sequin, Jr. Family Foundation**

Deadline: None  
Geographic Scope: United States  
Amount: Up to \$20,000  
Priority: Faith-Based Organizations (only)  
Keywords: Education, Food and hunger programs, International relations, Religion - Catholicism and Christianity, Theology.

**To apply, send Letter of Inquiry to:**

C/O Thomas E. Sequin, Jr.  
The Thomas E. Sequin, Jr. Family Foundation  
3375 Anna Drive  
Bay City, MI 48706

**Verdad Foundation**

Deadline: None  
Location: United States  
Amount: Up to \$75,000 (average much lower)  
Priority: Animal Welfare, Arts and Culture, Community, Education, Environment, Faith-Based, Health, Human Services, Social Justice.  
Keywords: recovery/addiction, ALS medical research, museums, meal delivery, children, hospice, transitional housing, public interest law, and wounded veterans.

**To apply, mail a letter of inquiry.**

C/O H.A. True, III & Karen S. True  
The Verdad Foundation  
P.O. Box 2360  
Casper, WY 82602  
Contact (307) 237-9301

**Warner Foundation**

Deadline: None  
Location: United States  
Amount: \$5,000  
Priority: Arts and Culture, Community, Education, Environment, Health, Human Services  
Keywords: child and family welfare, housing, national defense and security, social services, group homes.

**To apply, mail a letter of inquiry.**

C/O Carolyn Warner, President  
Warner Foundation  
8957 Cuyamaca Street  
Corona, CA 92883





Contact (951) 277-2676

### **The Lynn and Foster Freiss Family Foundation**

Deadline: None  
Geographic Scope: United States  
Amount: varies widely  
Priority: Faith-Based  
Keywords: faith-based entrepreneurial programs, one-one-one mentoring.

**To apply, send Letter of Inquiry to:**

Foster Friess  
P.O. Box 9790  
Jackson, WY 83002  
Contact: (307) 739-9699

### **The National Christian Foundation**

Deadline: None  
Geographic Scope: United States  
Amount: Not Specified  
Priority: Faith-based  
Keywords: Christian foundations human services, youth and education.

**To apply, send Letter of Inquiry to:**

C/O Grant Administrator  
The National Office Christian Foundation  
11625 Rainwater Drive, Suite 500  
Alpharetta, GA 30009  
Email: [info@ncfgiving.com](mailto:info@ncfgiving.com)  
Website: [www.nationalchristian.com](http://www.nationalchristian.com)  
Contact: (404) 252-0100

### **Carylon Foundation**

Deadline: None  
Geographic Scope: United States  
Amount: up to \$300,000  
Priority: Faith-Based, Education, Health

Keywords: Charity, Religious, Christian, interdenominational, Jewish, and Presbyterian faiths. Higher education, health care organizations, international missions/ministries, medical centers.

**To apply: Mail Letter of Intent and include purpose of contribution.**

Marcie Hemmelstein  
2500 W. Arthington Street  
Chicago, IL 60612

### **The Stephen and Mary Birch Foundation**

Deadline: None  
Geographic Scope: United States  
Amount: up to \$150,000 (but average is \$10,000 - \$20,000)  
Priority: Faith-based  
Keywords: research, medical, health, educational, sports, social services, and artistic programs

**To apply mail Letter of Inquiry to:**

C/O Rose Patek, President  
Stephen and Mary Birch Foundation, Inc.  
103 Foulk Rd. #200  
Wilmington, DE 19803  
Contact (888) 372-6303

### **Ten Talents Foundation, Inc.** (EIN 30-0266863)

Deadline: None  
Geographic Scope: United States  
Amount: usually \$10,000  
Priority: Faith-based  
Keywords: religious or charitable activities.

**To apply, send Letter of Request to any Board member's attention.**

C/O Thomas Barbera, President  
P.O. Box 43547  
Baltimore, MD 21236  
Contact (410) 256-6316

## Regional Opportunities

### The Aerojet Rocketdyne Foundation

Deadline: Applications are reviewed quarterly  
 Geographic Scope: Huntsville, AL; Camden, AR; El Segundo, Los Angeles, and Sacramento, CA; Orlando and West Palm Beach, FL; Stennis, MS; Carlstadt, NJ; Jonesborough, TN; Orange, VA; Redmond, WA; and, Washington, DC.  
 Amount: Not Specified  
 Priority: Education.  
 Keywords: STEM

**To Apply: To submit a Letter of Inquiry** to Sara Minnehan, [sara.minnehan@rocket.com](mailto:sara.minnehan@rocket.com) Community Engagement Manager, for consideration.  
 Website: <https://aerocketrocketdyne.com/foundation>

### American Woodmark Foundation

Deadline: None  
 Geographic Scope: AZ, GA, IN, KY, MD, TN, VA, WV  
 Amount: \$500 to \$50,000  
 Priority: Education, Health, Human Services  
 Keywords: Domestic violence, housing, public safety, youth, seniors

**To apply: Submit Letter of Inquiry**  
 C/O Brenda Dupont  
 561 Shady Elm R.  
 Winchester, VA 22602  
 Email: [bdupont@woodmark.com](mailto:bdupont@woodmark.com)  
 Contact: (540)-665-9129

### AMSTED Industries Foundation

Deadline: None  
 Geographic Scope: Where the company operates, with an emphasis on Chicago, IL  
 Amount: Up to \$10,000  
 Priority: Animal Welfare, Community, Education, Health, Human Services  
 Keywords: Social welfare, children and youth, civic affairs

**To apply mail Letter of Inquiry to:**  
 C/O Wayne Luce

Two Prudential Plaza  
 180 North Stetson Street, Suite 1800  
 Chicago, IL 60601  
 \*Must include financial and donor information

### The ArcelorMittal Community Investment Program

Deadline: None  
 Geographic Scope: AL, AR, IL, IN, IA, MI, MN, MS, NY, NC, OH, PA, TN, TX, Washington DC, WV  
 Amount: Not Specified  
 Priority: Education, Environment, Health, Human Services  
 Keywords: STEM, Mentoring

**To apply: Go to website and use the online LOI:**  
<http://www.usa.arcelormittal.com/sustainability/grant-making/how-to-apply>.

\*\*Online LOI is currently offline. Check back periodically to apply.

### The Arkema Inc. Foundation

Deadline: None  
 Geographic Scope: AL, CA, GA, IL, KY, LA, MI, MN, NY, NC, PA, SC, TN, TX, VA  
 Amount: \$500 - \$45,000  
 Priority: Arts and Culture, Community, Education  
 Keywords: Science education, civic programs

**To apply, mail 2-page Letter of inquiry:**  
 Arkema Inc. Foundation  
 900 First Avenue  
 King of Prussia, PA 19406  
 Website: <https://www.arkema-america.com/en/social-responsibility/arkema-inc-foundation/>

### Doris Goodwin Walbridge Foundation

Deadline: None  
 Geographic Location: Illinois and New Mexico (Primarily Chicago and Santa Fe)  
 Amount: \$5,000 - \$20,000  
 Priority: Animal Welfare, Arts and Culture, Education, Health, Human Services  
 Keywords: At-risk youth, social services, homelessness



**To apply, mail a Letter of Inquiry to:**

The Doris Goodwin Walbridge Foundation  
40 Lamy Drive,  
Santa Fe, NM 87506  
Contact: (505) 983-0536

**E.J. Grassmann Trust**

Deadline: None  
Geographic Scope: GA and NJ Primarily Macon-Bibb, Baldwin, Houston, Twiggs, Washington, and Wilkinson counties, GA, and northern New Jersey, with emphasis on Union County.  
Amount: Up to \$3,000 to \$25,000  
Priority: Arts and Culture, Education, Environment, Health, Human Services  
Keywords: ecological endeavors, children and youth, education, historic preservation.

**To apply, mail Letter of Inquiry to:**

The E.J. Grassmann Trust  
P.O. Box 4470  
Warren, NJ 07059

**EPCOR Community Investment Program**

Deadline: October 15th  
Amount: \$30,000 - \$50,000 per year  
Geographic Scope: Alberta, Arizona, British Columbia, New Mexico, Ontario, Saskatchewan, Texas  
Priorities: Education  
Keywords: Mentoring youth, youth college/career readiness  
Special Note: Be a federally registered charitable organization (for at least 1 year);

**To apply, email your Letter of Inquiry**

**to:** [uscommunityinvestment@epcor.com](mailto:uscommunityinvestment@epcor.com)  
**Website:** <https://www.epcor.com/about/community-investment/Pages/charitable-donations.aspx>

**The HCA Foundation**

Deadline: Sept 11, 2020  
Geographic Location: **AK, CA, CO, FL, GA, ID, IN, KS, KY, LA, MS, MO, NV, NH, OK, SC, TN, TX, UT, VA**  
Amount: \$50,000  
Priority: Arts and Culture, Education, Health, Human Services

Keywords: Basic needs, housing, food, healthcare, child development, school success, leadership.  
Special Note: All requests outside of the Middle Tennessee area should be submitted to the closest HCA facility location or division office.

**To apply, send 2-page Letter of Inquiry to:**

**Email:** [Corp.FoundationsGifts@HCAHealthcare.com](mailto:Corp.FoundationsGifts@HCAHealthcare.com)  
**Website:** <https://hcacaring.org>  
Contact: (615)-344-2390

**Humana Foundation**

Deadline: November 30th  
Geographic Scope: Anywhere Humana does business, including: AZ, CA, CT, FL, KY, IL, LA, MS, MO, PA, TN, WI,  
Amount: Unspecified  
Website: <https://www.humanafoundation.org/>  
Priority: Community, Education, Health, Human Services

**To apply, send Letter of Inquiry to:**

Humana Foundation, Inc.  
500 W. Main Street  
Louisville, KY 40202  
Contact: (502) 580-3613

**The Joyce Foundation**

Deadline: September 14, 2020  
Geographic Scope: IL, IN, MI, MN, OH, and WI  
Amount: \$4,000 to \$150,000  
Priority: Community, Education, Social Justice.  
Keywords: Democracy, economic mobility, and gun prevention & justice reform, advancing racial equity.

**To apply, submit an online Letter of Inquiry**

Website: <http://www.joycefdn.org/apply>

**Lennar Foundation**

Deadline: None  
Geographic Scope: AZ, CA, CO, DE, FL, GA, MD, MN, NV, NJ, NY, NC, OR, PA, SC, TN, TX, VA, WA  
Amount: Not Specified.  
Priority: Education, Health, Human Services  
Keywords: at-risk children, homelessness, elder care, and medical research.

**To apply mail Letter of Inquiry to:**

C/O Marshall Ames, President



Lennar Foundation  
700 NW 107th Avenue  
Miami, FL 33172 - 3139  
Website: <https://www.lennar.com/about/community>  
Contact: (305)-229-6400

### **Merancas Foundation**

Deadline: Aug 15<sup>th</sup>  
Geographic Scope: Charlotte, NC; Metro Atlanta, Princeton, NJ  
Amount: \$2,000 - \$150,000  
**Priority:** Education, Health, Human Services  
Keywords: at-risk communities, economic independence for adults.

**To apply, you may submit an ARE WE A MATCH request online.**

Website: <http://merancas.org/>

### **Milton M. Ratner Foundation**

Deadline: None  
Location: Georgia and Michigan  
Amount: Up to \$20,000  
Priority: Education, Human Services  
Keywords: youth, disabled, seniors and veterans

**To apply, mail Letter of Inquiry to:**

C/O Therese M. Thorn  
The Milton M. Ratner Foundation  
P.O. Box 250628  
Franklin, MI 48025-0628

### **Pamela S. and Milton F. Watkins Family Foundation, Inc.**

Deadline: None  
Geographic Scope: AL, GA, NC  
Amount: Up to \$8,000  
Priority: Health, Human Services  
Keywords: Domestic violence, mental health, public safety, and youth development.

**To apply, mail Letter of Inquiry to:**

c/o Pamela S. Watkins  
Pamela S. and Milton F. Watkins Family Foundation, Inc.  
630 Johnson Brady Road  
Canton, GA 30115

### **Small Change Foundation**

Deadline: None  
Geographic Scope: California, Washington DC, and New York  
Amount: Up to \$100,000  
Priority: Arts and Culture, Social Justice.  
Keywords: LGBTQ issues, human rights, social justice, and the arts.

**To apply, send Letter of Inquiry (LOI) to:**

**C/O** James C. Hormel  
The Small Change Foundation  
101 Mission Street 1750  
San Francisco, CA 94105

### **State Street Foundation**

Deadline: None  
Geographic Scope: CA, FL, GA, IL, MA, MI, NJ, NY, PA, TX  
Amount: Not Specified  
Priority: Community, Education, Human Services  
Keywords: college success, employment placement and retention.

**To apply, submit a Letter of Inquiry online.**

Website: <http://www.statestreet.com/values/social-consciousness/non-profit-grants.html>

### **Thomas M. and Irene B. Kirbo Charitable Foundation**

Deadline: None  
Location: Jacksonville, FL and Atlanta, GA  
Amount: \$2,500 to \$25,000  
Priority: Arts and Culture, Community, Education, Faith-Based, Health, Human Services.  
Keywords: at risk youth, Christian organizations; homelessness; people with disabilities  
Special Note: Contact Funder for grant guidelines.

**To apply, mail a Letter of Inquiry to:**

Attn: Martha Jenks Sawyer  
2720 Park Street, Suite 211  
Jacksonville, FL 32205



**Veritas Foundation (EIN 74-2254024)**

Deadline: None  
Amount: \$300 - \$4,000 (actual: \$500- \$5,000)  
Geographic Location: Santa Fe, NM, and Austin and San Antonio, TX.  
Priority: Animal Welfare, Education, Environment, Health, Human Services  
Keywords: at-risk youth; people with disabilities; seniors; hunger.

**To apply, mail Letter of Inquiry that includes standard attachments + a financial report with a breakdown of expenses, both administrative and charitable.**

Attn: Diana K. Crow  
Veritas Foundation  
602 West Thirteenth Street  
Austin, TX 78701  
Contact (512)-472-1877

**Vulcan Materials Company Foundation**

Deadline: November 30  
Location: AL, AZ, AR, CA, DE, FL, GA, IL, IN, KY, LA, MD, MS, NM, NC, OK, PA, SC, TN, TX, VA  
Amount: Not Specified  
Priority: Education, Environment  
Keywords: improve educational systems, environmental stewardship.

**To apply, submit Letter of Inquiry.**

Vulcan Materials Company Foundation  
P.O. Box 385014  
Birmingham, AL 35238-5014  
Best to email [giving@vmcmail.com](mailto:giving@vmcmail.com) to identify the appropriate regional contact  
Website: <https://www.vulcanmaterials.com/social-responsibility/vulcan-foundation>

Your Community Heroes Team!  
Contact us at  
Dewlyn Nonprofit Services  
1300 Ridenour Blvd., Suite 100  
Kennesaw, GA 30152  
Dewlyn.com  
(800) 446-0323

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