

The Steele-Reese Foundation 2019 Letter of Inquiry Worksheet
Process Opens December 3, 2018
Limited to the First 150 Applicants

Grant Request Process: The Steele-Reese Foundation grant request process in Idaho and Montana begins with an online Letter of Inquiry (LOI) that opens December 3, 2018. We will **accept 150 LOIs** this year. The process will close once we have received 150 LOIs or by Wednesday, January 9, 2019, before 11:59 pm Mountain Time, whichever occurs first. We can only consider inquiries from federally tax-exempt entities.

Funding for Rural Communities: The Foundation will only consider requests that benefit rural communities. We will not consider requests for work benefiting urban or suburban areas, or those more rural areas immediately adjacent, or in close proximity, to an urbanized area. (Idaho urban areas include: Boise-Nampa Metropolitan Statistical Area, Idaho Falls, Pocatello, Coeur d’Alene, Twin Falls, Lewiston, Post Falls, Rexburg, Moscow, and their suburbs. Montana urban areas include Billings, Missoula, Great Falls, Bozeman, Butte, Helena, Kalispell, and their suburbs.)

We give priority to organizations based in rural communities working in rural areas. We will also consider LOIs from organizations based in urban areas for proposed work in a rural community with whom they can demonstrate an existing high level of engagement.

One LOI per Organization: We can only consider one letter of inquiry per organization whether that LOI is for an organization’s own project or the organization is submitting an LOI as a fiscal sponsor for another group. Please coordinate with your colleagues to be certain that only one of you submits an LOI this year. We can only consider one request related to an organization including it and any organizations set up exclusively to support it.

Letter of Inquiry Instructions: Use this worksheet to prepare your responses, spellcheck them, and paste them into the online LOI starting December 3, 2018.

1. To submit your online letter of inquiry, please follow the directions at <http://www.steele-reese.org>. For new users, you will need to “Create a New Account.” This can be done at any time.
2. Please use the most recent version of your Internet browser. Using Internet Explorer may cause minor technical issues.
3. We appreciate complete, concise responses. The number of characters allowed for a response may exceed the space you need. If your answer is complete, there is no need to fill the space. Character counts include spaces and punctuation. (The previous sentence used 48 characters.) If using MS Word, under the File tab, click on Properties and select Statistics to check the number of “Characters (with spaces).”
4. To be certain you receive communications from us related to your LOI, please add the following email address to your contacts list: administrator@grantinterface.com.
5. To check or download your LOI, select the “LOI Packet” box in the upper right at the top of the first page. This will create a PDF file on your device. Please use this file to proofread your LOI before you submit it.
6. Submit your LOI online. **We will accept the first 150 LOIs submitted.**

* Required

Letter of Inquiry Questions

[*Indicates question requires a response.]

Organization Details

1. **Project Name***: What is the name of your proposed project? [100 character maximum]
2. **Project Description***: Briefly describe what your proposed project will accomplish. [250 character maximum]
3. **Organization Name***: For nonprofit organizations: What is the exact organization name on file with the IRS at <http://1.usa.gov/1h6LK3B> for the Tax ID number you provided us? [60 character maximum]

For government agencies or other types of federally tax-exempt entities: What is the name of your agency or other federally tax-exempt entity? [60 character maximum]

If the IRS does not list yours as a non-profit organization, or if yours is not a government agency or other federally tax-exempt entity, your organization is not eligible for funding.

4. **Fiscal Sponsor***: Are you submitting an LOI as a fiscal sponsor or agent on behalf of another entity, group, or organization? [No, this LOI is for work my tax-exempt organization plans to do. OR Yes, my organization is acting as a fiscal sponsor for another entity.]

A fiscal sponsor proposes that another group that is not tax-exempt will do the proposed work and receive funds via your organization's tax-exempt status.

If you are acting as a fiscal sponsor or agent for another entity, please use your organization's information to respond to the Mission, Leader Tenure, and Organization Budget questions below. Do not use the information for the entity for whom you are acting as an agent.

5. **Mission***: What is the mission of your organization? [500 character maximum]
 6. **Leader Tenure***: In what year did the person who leads your organization begin work in this position? [4 character maximum]
- Typically, we consider organizations whose leaders have had enough time to have established a track record of impact.
7. **Organization Budget***: How much is your annual organization budget for this fiscal year? [10 character maximum]

Proposed Rural Project for Which You Seek Support:

8. **Rural Project Purpose***: Briefly summarize the purpose of your proposed rural project. [1,000 character maximum]
9. **Strategies***: Describe your strategy(ies) for accomplishing this work. [1,000 character maximum]
10. **Project Impact***: Describe the impact the successful completion of this project will have. What will be different as a result? [1,000 character maximum]
11. **Population***: Describe the population(s) your organization plans to serve with this proposed project. [500 character maximum]
12. **Geographic Region***: Describe the geographic region(s) your organization plans to serve with this proposed project. [500 character maximum]

* Required

Proposed Grant Amount

The minimum grant the Steele-Reese Foundation makes is \$5,000. We rarely make grants as large as \$50,000 for a single year, and are only occasionally able to make multi-year grants. If you request a multi-year grant, include the total cost for all years in your responses below.

13. **Grant Request***: What is the total amount you request from The Steele-Reese Foundation? [\$ figure]

Check that your response to this question is consistent with your response to the next question.

14. **Grant Length***: State the number of years of funding you request, and the amount per year. Please use the appropriate format below:

One year - \$XX,XXX OR

Two years: Year 1: \$XX,XXX and Year 2: \$XX,XXX [50 character maximum]

Check that your response to this question is consistent with your response to the previous question.

15. **Total Project Cost***: What is the total cost of your proposed project, including this grant request, and, if applicable, funding from any other sources? [\$ figure]

16. **Grant Funded Activities***: What specific activities do you propose The Steele-Reese Foundation fund? [750 character maximum]

17. **Capital Projects**: If your request is for a capital/building project, what percentage of total funds needed are in hand or committed at this time? [% amount]

We are only able to consider a capital project that already has enough funds in hand or already committed to reasonably expect the project can be completed within the next 18 months. We are unable to be early-stage supporters of fundraising efforts for large projects with significant sums still to be raised.

18. **Preparation Time**: Please estimate how much time it took you to complete this letter of inquiry. Do not include the time you spent developing the project you propose for funding or determining its purpose, population, geographic area, strategies, activities, impact, or budget. [25 character maximum]

Thank you for your inquiry and the opportunity to learn about your work.

If we need further information or have any questions, we will contact you.

.

Next Steps

1. Please check that administrator@grantinterface.com is in your contacts list. Otherwise, your system may put our communications regarding your request into your Junk folder.
2. Shortly after you submit your LOI, you will receive our confirmation by email.
3. We will respond to your LOI by March 1, 2019, to either invite you to complete a full application, or respond that we are unable to further consider your proposal this year.

The amount of grant funds available limits the number of applications we are able to invite and the number of them we are able to fund. Unfortunately we are only able to invite a small proportion of organizations to complete a full application.

* Required

Beyond any detail that may be included in our response to your LOI, we are unable to provide individual feedback. Decisions on LOIs are final.

An LOI that does not result in an invitation for a full proposal is in no way a reflection of the value of an organization or its work. If you are not invited to submit a full proposal, we encourage you to visit our website and contact us again between August and December to discuss how your priorities may fit with what we are able to support in future grant cycles.

4. If the Foundation is able to invite you to complete a full application, it will be due by Monday, April 1, 2019, no later than 11:59 pm Mountain Time. The application phase is still a competitive process as we invite applications from more organizations than we will be able to support.