**The Steele-Reese Foundation 2024 Letter of Inquiry Information Packet**

**Process Opens January 15, 2024**

**Limited to the First 100 Applicants or by January 31, 2024**

We have compiled this guidance to help you prepare to submit a letter of inquiry for The Steele-Reese Foundation 2024 grant cycle. *Sections 1, 2 and 3 are the most important for your work*. The last three sections provide details of what to expect after the letter of inquiry process. Any text underlined in blue will link to another section of this document, to a relevant Internet page, or to an email address.

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**1. General Instructions**

**Before Submitting a Letter of Inquiry**: If you have not already reviewed our website and explored with Western Director Linda Tracy the possible fit between your priorities and what the Foundation is able to consider for funding, we strongly urge you to do so: linda@steele-reese.org or 406/207-7984. Linda may be able to suggest ways to strengthen your letter of inquiry (LOI) or will be candid if your proposed work is not a good fit with what the Foundation Trustees are able to consider funding this year. Reviewing this document and [our website](http://www.steele-reese.org/) before contacting Linda may answer some of your questions or prompt others.

**LOI Open House Information Sessions**: Western Director Linda Tracy will offer three open house information sessions via Zoom to review the letter of inquiry form and answer your questions. The sessions will be offered on:

* [Monday, December 18, 2023 from 1:00 to 1:30 pm MT](#info1)
* [Monday, January 8, 2024 from 10:00 to 10:30 am MT](#info2)
* [Thursday, January 11, 2024 from 1:00 to 1:30 pm MT](#info3).

To join a session, click on one of the links above to get the Zoom connection details. There is no need to pre-register. Reviewing this document and [our website](http://www.steele-reese.org/) before participating may answer some of your questions and prompt others.

**Types, Amounts and Lengths of Grants:** Within [our five program areas,](https://steele-reese.org/what-we-fund/program-areas) we continue to make grants for general operating support, specific project support, and the final closing phase of capital campaigns.

The minimum grant The Steele-Reese Foundation makes is $5,000. We will consider requests as large as $50,000 for a single year. If you are requesting a grant of $40,000 or more for a single year, before submitting a letter of inquiry you must first have a conversation with Linda Tracy, Western Director at 406/207-7984.

The Foundation Trustees anticipate making a limited number of multi-year grants this year. We continue to assess the balance between the number of multi-year grants we consider and the reduced number of organizations we would be able to support in subsequent years.

**Grant Request Process:** The grant request process in Idaho and Montana begins with an online letter of inquiry (LOI). We can only consider inquiries from federally tax-exempt entities for work in rural Idaho, rural Montana, and the tribal nations within these states. We will open the LOI process on January 15, 2024. We will close it once we have received 100 LOIs, or by January 31, 2024, at 11:59 pm Mountain Time, whichever occurs first.

To track the number of LOIs received to date, log on to your account and click the Apply section. To create an account, [follow these instructions.](#loi)

*In the unlikely event that we receive 100 LOIs by January 22, anyone who has begun one online by then will be allowed to complete and submit it within three days.* There is no need to stay up until after midnight on January 14 to submit your LOI.

Organizations requesting a one-year grant of $10,000 or less, and who are invited to proceed, will complete a shorter online application that will include many of their responses from the LOI.

Organizations requesting amounts greater than $10,000 and who are invited to proceed, will complete a full online application that will include many of their responses from the LOI.

In the interest of transparency about the full grant process, we have included the list of [application questions](#appQlist) that we will ask of those we later invite to submit a full application, and the [final report questions](#finalrptQs) we will ask of those who receive a grant this year. The responses to many of the application and final report questions will automatically include the original LOI responses. We will send a more detailed grant application worksheet to each organization we invite to submit a full application.

**Funding for Rural Communities Only:** The Foundation will only consider requests for work in rural communities. We will not consider requests for work in urban or suburban areas, or those areas immediately adjacent to, or part of these urbanized areas:

**Idaho**:

Boise-Nampa

Coeur d’Alene

Idaho Falls

Lewiston

Moscow

Pocatello

Post Falls

Rexburg

Twin Falls

**Montana**:

Billings

Bozeman

Butte

Great Falls

Helena

Kalispell

Missoula

The Steele-Reese Foundation gives priority to organizations based in rural communities working in rural areas, and to Native-led organizations. 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 relationship and a high level of engagement with that community.

**Native-Led Organizations**: We encourage Native-led organizations to submit letters of inquiry for work in rural communities, and we look forward to learning about your activities as we expand our efforts to serve Native people and communities. We have also been pleased to partner with Hopa Mountain in its nonprofit and leadership development programs. We welcome LOIs from those who have participated or continue to participate in the [Strengthening the Circle Native-led Nonprofit Leadership Program.](https://www.hopamountain.org/strengtheningthecircle)

**One LOI per Organization:** The Foundation can only consider one letter of inquiry per organization (including “friends of” type organizations dedicated to another organization) whether that LOI is for an organization’s own work, or the organization is submitting an LOI as a fiscal sponsor for another group. Please coordinate with your colleagues or Board members to be certain that your organization only submits one LOI this year.

**Employee Must Submit an LOI:** The Foundation recognizes paid or pro bono help from consultants can help extend the capacity of an organization. However, the person submitting an LOI must be an employee of the organization requesting funds or a member of the Board of Directors if there is no paid staff.

**2. Letter of Inquiry Instructions**

Below are some general instructions to help you prepare to complete a letter of inquiry (LOI).

1. To submit your online LOI, please follow the directions at our [How to Apply: Idaho and Montana Grant Program](https://steele-reese.org/how-to-apply/idaho-and-montana-grant-program) webpage. New applicants will need to “Create a New Account” and will need their organization’s federal tax identification number (also known as the employer identification number or EIN).
2. Please use the most recent version of your Internet browser.
3. As you work, you can save a draft of your LOI to work on later. Click “Save” at the bottom right of the end of the form. When you later return to your account dashboard, click “Edit Application” to the right of the 2024 Idaho & Montana Grant Program section.
4. We appreciate complete, concise responses. If your answer is complete, there is no need to fill the space. We offer larger limits for major question responses, but expect most, if not all, of your responses will be much shorter. (3,500 characters is about one page of single-spaced text) Character counts include spaces and punctuation.
5. To be certain you receive important communications from our online grant portal, please add this email address to your contacts list: **administrator@grantinterface.com***.*
6. To proofread your LOI before you submit it, click on the “LOI Packet” box in the upper right above the Instructions. This will create a PDF file on your device.

Submit your LOI online**. We will accept the first 100 LOIs submitted beginning January 15, 2024.** If we have not received 100 LOIs by the end of January, we will close the process on January 31, 2024.To track the number of LOIs received to date, log on to your account and click the Apply section.

*In the unlikely event that we receive 100 LOIs by January 22, anyone who has begun one online by then will be allowed to complete and submit it within three days.* There is no need to stay up until after midnight on January 14 to submit your LOI.

**3.** **Letter of Inquiry Questions Worksheet**

Below are the letter of inquiry (LOI) questions you will see online on or after January 15 when you log on to your account. An asterisk (\*) indicates the question requires a response.Many questions include additional instructions or tips prompted by past applicants’ questions. You can use this worksheet to prepare your responses and paste them into the online LOI form.

**Organization Details**

1. **Grant Title**\*: What is the name of your proposed grant? [100 character maximum]

If requesting general operating support, please use General Operating Support as your Grant Title.

1. **Grant Description\***: In one or two sentences, describe the purpose of your proposed work. [250 character maximum]
2. **Organization Name\***: For nonprofit organizations: What is the exact legal name of the organization on file with the IRS at <http://bit.ly/CheckTaxExempt> for the Tax ID number you provided us?

For government agencies or other types of federally tax-exempt entities: What is the name of your agency or other federally tax-exempt entity? [100 character maximum]

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

1. **Year Incorporated**\*: In what year was your organization legally incorporated? [4 character maximum]
2. **Fiscal Sponsor\***: Are you submitting an LOI as a fiscal sponsor on behalf of another entity, group, or organization that will do the proposed work? [No OR Yes]

A fiscal sponsor is a prospective Grantee who proposes that another group that is not tax-exempt (a Sponsored Organization) will do the proposed work and receive funds through your organization’s tax-exempt status. If you are uncertain how to answer this question, please contact Linda Tracy, Western Director, at 406/207-7984.

Your organization can only submit one LOI whether it is for your own work or as a fiscal sponsor for another entity.

If you answer “Yes,” see [Note 1 for additional required fiscal sponsor questions](#fiscal) that will appear at the end of your online LOI form.

If you are acting as a fiscal sponsor for another entity, pleaseuse your organization’s information to respond to the Mission, Leader Tenure, and Organization Budget questions below.

1. **Mission**\*: What is the mission of your organization? [500 character maximum]
2. **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 establish a track record of impact.

1. **Organization Budget**\*: How much is your annual organization budget for this current fiscal year? [10 character maximum]

**Proposed Grant**

1. **Grant Purpose**\*: Briefly describe the problem, need, or opportunity you seek to address and summarize the purpose of your proposed work. [3,500 character maximum]

For this and the next two questions: If your answer is complete, there is no need to fill the space. (3,500 characters is about one page of single-spaced text) This amount of space may be significantly larger than you need. We appreciate concise responses, while also wishing to offer more space for those who need it.

1. **Proposed Work**\*: What specific activities do you propose The Steele-Reese Foundation fund? [3,500 character maximum]
2. **Grant Impact**\*: What change(s) do you expect as a result of this work? How will you define and evaluate its success? [3,500 character maximum]
3. **Population**\*: Describe the population(s) your organization plans to serve with this proposed work. [500 character maximum]
4. **Geographic Region**\*: Describe the specific geographic region(s) your organization plans to serve with this proposed work. [500 character maximum]
5. **Work in Indian Country\***: Is your proposed work in Native communities, or will a large proportion of those it serves be Native Americans? [Yes OR No]

If you answer “Yes,” see [Note 2 for additional required questions](#na) that will appear at the end of your online LOI form.

**Proposed Grant Amount**

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

If you request a multi-year grant, include the total cost for all years. Check that your response to this question is consistent with your response to the question below.

If you are requesting a grantof $40,000 or more for a single year, before submitting a letter of inquiry you must first have a conversation with Linda Tracy, Western Director, at 406/207-7984.

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

One year - $XX,XXX OR Two years: Year 1: $XX,XXX and Year 2: $XX,XXX [75 character maximum]

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

1. **Total Cost of Proposed Work**\*: What is the total cost of your proposed work, including this grant request, and, if applicable, funding from any other sources? [$ figure]
2. **Capital Projects**: If your request is for a capital campaign, 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 could be completed within the next 18 months. We are unable to be early-stage supporters of fundraising efforts for large projects with significant amounts yet to be raised.

1. **Time to Complete LOI Form**: How much time did it take you to complete this LOI form, not including planning your proposed work or its budget? [25 character maximum]

Please check that **administrator@grantinterface.com** is in your contacts list. Otherwise, your system may not deliver our messages to you. Shortly after you submit your LOI, you will receive a confirmation by email.

*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.*

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* **Skip Note 1 if you are not applying as a fiscal sponsor.**
* **Skip Note 2 if you are not applying to work in Indian Country or with a large proportion of Native Americans.**

**Note 1: Additional Questions Only for Fiscal Sponsors**

[The questions below will only appear if in the online LOI you answered, “Yes” to the fiscal sponsorship question. If you did not intend this response, please return to that question to change your answer.]

As a fiscal sponsor or agent on behalf of another entity who will do the proposed work, please respond to these additional questions to help us better understand your LOI and relationship to the entity you propose to sponsor.

1. **Sponsored Entity\***: What is the name of the entity for which your organization is acting as a fiscal sponsor or agent? Please include the name, title, email address and phone number of the leader of this sponsored organization or group. [250 character maximum]
2. **Relationship with Sponsored Entity \***: Briefly, describe the relationship your organization has with this entity and why you are acting as its fiscal sponsor or agent. [1,000 character maximum]
3. **Sponsorship Agreement\***: Have your organization and this entity signed a fiscal sponsorship agreement? A signed agreement is not a requirement for consideration of your LOI. [Yes OR No]

Please be certain that your responses to the Mission, Leader Tenure, and Organization Budget questions reflect your own organization as the prospective Grantee acting as a fiscal sponsor or agent—not those of the Sponsored Entity.

*Thank you for these additional details.*

**Note 2: Additional Questions Only for Proposed Work in Indian Country**

[The questions below will only appear if in the online LOI you answered, “Yes” to working within Indian Country or largely with Native Americans. If you did not intend this response, please return to that question to change it.]

As you are proposing to work in Native communities, or serve a large proportion of Native Americans, please respond to these additional questions to help us better understand your relationship with those you propose to serve, or with whom you propose to collaborate.

1. **Native-Led\***: Do you describe your organization as Native-led? [Yes OR No]
2. **Staff\***: What proportion of your staff is Native American? If none, how does your staff reflect the Native people and interests of their communities you propose to serve? [1,000 character maximum]
3. **Board of Directors\***: What proportion of your Board members are Native Americans? If none, how does your Board reflect the Native people and interests of their communities you propose to serve? [1,000 character maximum]
4. **Strengthening the Circle Native Non-Profit Leadership Program**\*: Is your organization now, or has it been in the past, a participant in the Strengthening the Circle Native Non-Profit Leadership Program? [Yes OR No]

**Additional Questions for Non-Native-Led Organizations Working in Indian Country**

[The following questions will only appear if you answered “No” to the question asking if you describe your organization as Native-Led.]

1. **Existing Relationships\***: Briefly describe the existing level of relationships you have with those your LOI requests funding to serve, or with whom you propose to collaborate. If you have worked together on a prior project, what was it and what were its outcomes? [1,500 character maximum]
2. **Indicators of Local Support\***: Briefly describe the indicators of local support for your organization working within this community or with this population of Native Americans. [1,500 character maximum]
3. **Approval\***: Does a tribal government, or other entity, need to approve your proposed work? If so, is there already a tribal resolution or other official approval in place? [500 character maximum]
4. **Stakeholder Engagement\***: Briefly describe the indicators that those you plan to serve or with whom you plan to collaborate have been engaged in determining the proposed work and agree to be engaged in it? [1,000 character maximum]
5. **Organization Proximity to Proposed Work\***:If your organization is not located in the community you plan to serve, do you have staff based in that community, or plan to hire staff in that community? If staff will travel to that community, how often will they go and how long will they stay? [1,000 character maximum]

*Thank you for these additional details.*

**4.** **Grant Cycle Timetable**

The details below describe what you can expect to happen and when.

1. **LOI Process Opening & Closing**: On January 15, 2024, we will open the letter of inquiry process. The process will close once we have received 100 LOIs, or by January 31, 2024, at 11:59 pm Mountain Time, whichever occurs first.

To track the number of LOIs received to date, log on to your account and click the Apply section.

*In the unlikely event that we receive 100 LOIs by January 22, anyone who has begun one online by then will be allowed to complete and submit it within three days.* There is no need to stay up until after midnight on January 14 to submit your LOI.

1. **Trustees’ LOI Response**: We will respond to your LOI by March 1, 2024, to either invite you to complete an application or to let you know 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 applications we are able to fund. Unfortunately, we are only able to invite a proportion of organizations to complete an application.

*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 your organization or its work. If you are not invited to submit a full proposal, we encourage you to visit our website and contact Western Director Linda Tracy again between August and December to discuss how your priorities may fit with what we are able to consider in future grant cycles.

1. **Application Deadline & Details**: If the Foundation is able to invite you to complete a full or short application, it will be due by April 1, 2024, no later than 11:59 pm Mountain Time.

Much of the full and short application forms will already be populated with answers from your letter of inquiry. We will also provide an opportunity for you to describe what may have changed since submitting the LOI. We have attached a list of the [application questions](#appQlist) so you know what to expect as well as the [final report questions](#finalrptQs) that would be due during the summer of 2025 if you were to receive a grant. We will send a more detailed Application Preparation Worksheet to those who are invited to submit an application.

The application phase remains a competitive process as we invite applications from more organizations than we will likely be able to support.

1. **Application Consideration Process**: We thoughtfully consider each application and try to visit in-person or via Zoom with as many applicants as possible in May or June. The Trustees meet to make their decisions in late June or mid-July. Shortly afterward, Western Director Linda Tracy will send each applicant an email message either congratulating them on receiving a grant or regretfully informing them that the Trustees are not able to make a grant this year. Those awarded a grant return a signed grant agreement and provide their financial institutions’ routing numbers and their account numbers. Grant funds are wired directly to grantees’ accounts by the end of August.
2. **2024 Application Questions List**

We provide the list of application questions below to let you know what to expect if we are able to invite your organization to submit an application. If we do, we will send a more detailed Application Preparation Worksheet. In the online application, the questions in **green** below will already be populated with letter of inquiry responses and other details.

For organizations who have requested $10,000 or less and are invited to submit an application, we will use a shorter application form that asks for organization and proposed grant budget and other financial details.

1. **Grant Title**\*: What is the name of your proposed grant? [100 character maximum]
2. **Grant Description\***: In one or two sentences, describe the purpose of your proposed work. [250 character maximum]
3. **Total Invited Grant Amount**: We invited your organization to submit an application for a total of…[amount and length of grant]
4. **Changes Since LOI**: Since you submitted your letter of inquiry, do you need to make any changes to any of your responses? If yes, specifically: [3,500 character maximum]
5. Identify the question, briefly summarize your original response and provide your updated response.
6. What prompted this change?

**Organization Information**

1. **Organization Name\***: For nonprofit organizations: What is the exact legal name of the organization on file with the IRS at <http://bit.ly/CheckTaxExempt> for the Tax ID number you provided us?

For government agencies or other types of federally tax-exempt entities: What is the name of your agency or other federally tax-exempt entity? [100 character maximum]

1. **Year Incorporated**\*: In what year was your organization legally incorporated? [4 character maximum]
2. **Recent Significant Changes**: In the past three years, if your organization has experienced any significant changes, please describe them. (i.e., merged or changed your name, changed your mission, changed top leadership, had a change in finances, or other significant changes) [1,500 character maximum]
3. **Organization Leader Description**\*: For the person who leads your organization,
4. Briefly describe their relevant qualifications, and professional or lived experience for this role.
5. Attach a brief resume. [1,500 character maximum plus 1 MB file Maximum]
6. **Expertise**\*: Help us understand your organization’s expertise in the field by describing what makes it well positioned to succeed in your proposed work. [1,500 character maximum]
7. **Paid Staff and Volunteers\***: How many full-time staff does your organization have? How many part-time staff? How many volunteers or unpaid staff?

**Governance Information**

1. **Board of Directors\***: Attach a list of the Board of Directors who govern your organization, including name, board position or office, phone number, email address, and if applicable, professional affiliation. If applicable, please add any details about your Board’s composition or service. [1,000 character maximum plus 1 MB file maximum]

**Financial Information**

1. **Organization Budget**\*: How much is your annual organization budget for this current fiscal year? [10 character maximum]
2. **Organization Budget Attachment\***: Attach a copy of your organization’s operating budget for this fiscal year. [2 MB file maximum]
3. **Balance Sheet\***: Attach a copy of the Balance Sheet/Statement of Financial Position for your organization’s most recently completed fiscal year, including total assets and total liabilities. If applicable, please clarify anything about your Balance Sheet. [1,000 character maximum plus 1 MB file maximum]
4. **Income Statement\***: Attach a copy of the Income Statement/Statement of Activities for your organization’s most recently completed fiscal year, including total income/revenue and total expenses for the past year by major categories. If necessary, please clarify anything that may need explaining in your Income Statement. [1,000 character maximum plus 1 MB file maximum]
5. **Audit:** If your organization has had a recent audit, attach a copy of it here. If applicable, please clarify anything about this audit. [1,000 character maximum plus 4 MB file maximum]
6. **Income Sources\***: Attach a list of all sources and amounts of funding received in the most recently completed fiscal year, including the names of each of the foundation, government, or corporate and donated funds as well as any earned income. Please note, we are looking only to understand your larger sources of funding (awards in excess of $5,000) and you do not need to compile a list of all your small-dollar donors and individual supporters. [1 MB file maximum]

**Proposed Grant**

1. **Grant Purpose**\*: Briefly describe the problem, need or opportunity you seek to address and summarize the purpose of your proposed work. [3,500 character maximum]
2. **Proposed Work**\*: What specific activities do you propose The Steele-Reese Foundation fund? [3,500 character maximum]
3. **Grant Impact**\*: What change(s) do you expect as a result of this work? How will you define and evaluate its success? [3,500 character maximum]
4. **Population**\*: Describe the population(s) your organization plans to serve with this proposed work. [500 character maximum]
5. **Geographic Region**\*: Describe the geographic region(s) your organization plans to serve with this proposed work. [500 character maximum]
6. **Grant Request**\*: What is the total amount you request from The Steele-Reese Foundation? [$ figure]
7. **Grant Length**\*: State the number of years of funding you request, and the amount per year.
8. **Total Cost of Proposed Work**\*: What is the total cost of your proposed work, including this grant request, and, if applicable, funding from any other sources? [$ figure]
9. **Partners**: If there are partners with whom you propose to work, describe who they are, your history with them, how they are engaged with this work, and how they will contribute to it. [2,500 characters maximum]
10. **Grant Budget & Narrative\***: Describe how you plan to use the funds requested from The Steele-Reese Foundation. If applicable, please explain anything unusual about your budget. Attach a copy of the budget for your grant request, listing expenses by whichever categories best fit your situation. [2,500 character maximum plus 1 MB file maximum]
11. **Leader of Proposed Work\***: Who will lead this proposed work? Please describe their relevant professional or lived experience and expertise as well as that of others who may be involved in this work. [2,500 character maximum]
12. **Timeline for Proposed Work\***: Provide a timeline for how your proposed work will progress during the grant period. You may provide your response in the text box below, upload a timeline or use both options for your response. [2,500 character maximum plus 1 MB file maximum]
13. **Other Funding Sources for the Proposed Work**: If you have other sources of funding for this work, list them and the amounts you have raised from each to date. If you have applied for funding for this work and have not yet received a decision, or anticipate applying for funding in the next few months, also list these potential pending sources, amounts, and the dates you anticipate receiving a decision. [2,500 character maximum]
14. **Capital Projects**: If your request is for a capital campaign, what percentage of total funds needed are in hand or committed at this time? [% amount]
15. **Grant Request Documentation**: If applicable, you may attach one relevant document to support this grant request. (You may only attach a single document, but may append pages to a document prior to uploading it.) [1 MB file maximum]
16. **Time to Complete this Application Form**: How much time did it take you to complete this application form, not including planning your proposed work or its budget? [25 character maximum]

**6. 2024 Final Report Questions List**

These are the final report questions we will ask grant recipients to answer online during the summer of 2025. In the online form, the questions in **green** below will already be populated with your original letter of inquiry responses and other details.

1. **Grant Title**\*: What is the name of your proposed grant? [100 character maximum]
2. **Grant Description\***: In one or two sentences, describe the purpose of your proposed work. [250 character maximum]
3. **Total Invited Grant Amount**: We invited your organization to submit an application for a total of…
4. **Grant Purpose**\*: Briefly describe the problem, need or opportunity you seek to address and summarize the purpose of your proposed work. [3,500 character maximum]
5. **Proposed Work**\*: What specific activities do you propose The Steele-Reese Foundation fund? [3,500 character maximum]
6. **What you did\***:Describe what you were able to do or were not able to do with funds received from The Steele-Reese Foundation in 2024. Include details of any of this grant-funded work you are still doing and when you expect to complete it. [2,500 character maximum]
7. **Impact\***: What is different as a result of your work? How do you know it is different? [2,500 character maximum]
8. **Budget to Actual Expenses\***: In your original Grant Budget, add a column detailing your actual expenses and upload your Budget to Actual Expenses report here. [2 MB file maximum]

If your grant has not yet completed its 12th month, or you have not yet spent all your grant funds, you can request to re-open this report to upload a revised final expense report.

1. **Budget to Actual Expenses Narrative**\*: How did you use funds from The Steele-Reese Foundation during your grant year. If applicable, describe any significant variations from the Grant Budget you proposed in your application. [2,500 character maximum]

If your grant has not yet completed its 12th month, or you have not yet spent all your grant funds, you can request to re-open this report to upload a revised budget narrative.

1. **Additional Information**: Is there anything else you would like us to know? You may also attach documents or photographs that relate to your work. (You may only attach a single document, but may append pages to a document prior to uploading it.) [2,500 character maximum plus 2 MB file maximum]

**LOI Open House Information Sessions**

Western Director Linda Tracy will offer three 30-minute open house information sessions to review the letter of inquiry form and answer your questions. Select the date and time that works best for you. There is no need to pre-register for any of these sessions. Reviewing this document and [our website](http://www.steele-reese.org/) may answer some of your questions and prompt others.

**The Steele-Reese Foundation LOI Open House Information Session #2**

Monday, January 8, 2024 at 10:00 am Mountain Time

Join Zoom Meeting

<https://us06web.zoom.us/j/81251509773?pwd=w3VwnzCoBK2Sb9EH5BwL9aCeVGypbs.1>

Meeting ID: 812 5150 9773

Passcode: 995513

One tap mobile

+16694449171,,81251509773#,,,,\*995513# US

Dial by your location

 +1 669 444 9171 US

Meeting ID: 812 5150 9773

Passcode: 995513

**The Steele-Reese Foundation LOI Open House Information Session #1**

Monday, December 18, 2023 at 1:00 pm Mountain Time

Join Zoom Meeting

<https://us06web.zoom.us/j/88476405565?pwd=xS9vbGjhirD6d99UfQ565pI2Razg1b.1>

Meeting ID: 884 7640 5565

Passcode: 187764

One tap mobile

+17193594580,,88476405565#,,,,\*187764# US

Dial by your location

+1 719 359 4580 US

Meeting ID: 884 7640 5565

Passcode: 187764

[See the next page for the final session.]

**The Steele-Reese Foundation LOI Open House Information Session #3**

Thursday, January 11, 2024 at 1:00 pm Mountain Time

Join Zoom Meeting

<https://us06web.zoom.us/j/82781818247?pwd=IiGeDHTuaW3bdHUvXyyFN1BwLcItYN.1>

Meeting ID: 827 8181 8247

Passcode: 943341

One tap mobile

+12532158782,,82781818247#,,,,\*943341# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 827 8181 8247

Passcode: 943341