

Financial Inclusion Grant
Outline of Letter of Inquiry (LOI)

What is a LOI?

A letter of inquiry is a short version of a full proposal. You might draw the elements of the LOI from a grant proposal you have already written, even one that may be already partially funded. Alternately, you could use the information you are in the process of putting together for a future proposal.

Sending an LOI before you complete a proposal is a way to get valuable feedback that you can use to revise your proposal ideas.

What should be included in your LOI?

The introduction should be a short executive summary that includes your organization's name, the amount of money requested, and a description of the project.

Organizational Description Be concise and concentrate on your organization's ability to meet the need that you've identified. Give a brief history of your organization and an overview of your programs. Make sure to connect what you currently do and what you want to accomplish with the funding request.

Statement of Need - Explain the need that your project can meet. Describe the target population and geographic area. You can provide a few significant statistical facts and several examples.

Methodology - How will your proposed project/program address the identified need? Describe the project and include the major activities, names and titles of key project staff, and your project's objectives.

Other Funding Sources - If you are approaching other agencies or nonprofits for financial support of this project, mention them in a brief paragraph. Include any funding you've already received and explain how you expect to support the project after the start-up period.

Summary -Restate the intent of your project in two short sentences.

To help ensure you have captured all of the essential information, here are some questions that the reviewers will ask when looking over your LOI.

1. Did you state the name of the project and the amount of money you're seeking in the first paragraph?
2. Does the second paragraph give enough detail about the primary project and any related projects?
3. Did you include our mission statement?
4. Did you identify the need that led to the project?
5. Have you clearly stated the goals of the project?
6. Is the implementation of the project detailed?
7. Have you made a case for a good fit between this project and Alterna's criteria?
8. Did you include information about any funding already received?
9. Have you included the contact details for a primary contact person who can answer questions?

Please note your LOI can be a maximum of two pages.

All required additional documentation should be included in your submission of the LOI.