



Instructions for Letter of Inquiry

2022-2023 grant request timeline

- **September 1, 2022** Letters of Inquiry (LOI) accepted on a rolling basis
- **October 1, 2022** Final deadline for organizations to submit LOI (midnight)
- **November, 2022** Organizations invited to complete grant application request
- **January 15, 2023** Final deadline for organizations to submit grant application request
- **April, 2023** Grant recipients notified

organization information

1. Name of Organization
2. Year Incorporated
3. Website
4. Street Address
5. City
6. State
7. Zip Code
8. Category for which organization is submitting this Letter of Inquiry: Children and Youth Services, Health, Housing and Shelter, Technology, Women's Services?
9. If not for one of the categories above, are you applying for the Robert "Bob" Scruggs Community Grant for Financial Education?
10. Is organization located within the Charlotte Metro Credit Union Service Area?
11. Has your organization previously received funding from the Charlotte Metro Foundation? If Yes, please identify year that previous grant award was completed, amount of award, and name of program.
12. Name of Executive/Program Director
13. Email of Executive/Program Director
14. Organization's Mission Statement
15. Is organization qualified as tax-exempt under Section 501(c)(3) of IRS Code? (Yes/No); if No, list name of fiscal agent
16. Fiscal Year

17. Organization's Annual Budget (\$)
18. Is your organization part of a national organization? (Yes/No); if Yes, National Annual Budget (\$)

proposal information

1. Name or title of project /program
2. Name of Contact Person
3. Title of Contact Person
4. Email of Contact Person
5. Is the funding being requested for: A new project / program?
 - a. Expansion or improvement of an existing project /program
 - b. Sustainment of an existing project / program
6. Description of project / program (1,300 character limit)
7. Total project / program budget (\$)
8. Amount of funding being requested from Charlotte Metro Foundation (must be between \$2,500 and \$10,000 for the Community Grant, and \$15,000 for the Robert "Bob" Scruggs Community Grant for Financial Education)
9. Estimated number of people who would be served annually by this project/program
10. Does the project / program specifically serve the Charlotte Metro Credit Union service area? (Yes/No);
11. Does project / program address an emerging need or a critical community issue?
 - a. If Emerging need, describe the need and explain how the project / program seeks to address the need (1,300 character limit)
 - b. If Critical Issue, describe the issue and explain how the project / program seeks to address the issue (1,300 character limit)
12. Describe specifically how funding from the Charlotte Metro Foundation would be used (1,300 character limit)
13. Explain the compelling and/or important aspects of this project/ program (1,300 character limit)

Required Attachments:

1. Board of Directors list
2. Organization's IRS 501(c)3 Determination Letter

Optional Attachments: You may attach up to two (2) additional documents in support of your Letter of Inquiry (e.g. a letter of support from a partner organization, a study documenting the best practices used in the program)