



# Instructions for Letter of Inquiry

## 2021 – 2022 GRANT REQUEST TIMELINE

- September 1, 2021 Letters of Inquiry (LOI) accepted on a rolling basis
- October 1, 2021 Final deadline for organizations to submit LOI (midnight)
- November, 2021 Organizations invited to complete a Request for Proposal (RFP)
- January 15, 2022 Final deadline for organizations to submit RFP
- April, 2022 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. Is organization located within the Charlotte Metro Credit Union Service Area?
9. 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.
10. Name of Executive/Program Director

11. Email of Executive/Program Director
12. Organization's Mission Statement
13. Is organization qualified as tax-exempt under Section 501(c)(3) of IRS Code? (Yes/No);  
if No, list name of fiscal agent
14. Fiscal Year
15. Organization's Annual Budget (\$)
16. 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?
  - Expansion or improvement of an existing project /program
  - 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)
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?
  - Emerging Need
  - Critical Issue
12. If Emerging need, describe the need and explain how the project / program seeks to  
address the need (1,300 character limit)
13. If Critical Issue, describe the issue and explain how the project / program seeks to  
address the issue (1,300 character limit)

14. Describe specifically how funding from the Charlotte Metro Foundation would be used (1,300 character limit)
15. 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)