

### Letter of Inquiry Submission Instructions

To prepare your submission, please review the following questions. When you are entering your data into your request, you will have the opportunity to save and return to it later.

**You will complete the following sections:**

#### (General) Organization Information

- General contact info
- Mission statement
- Brief history of your organization

#### (Request Related) Organization Information

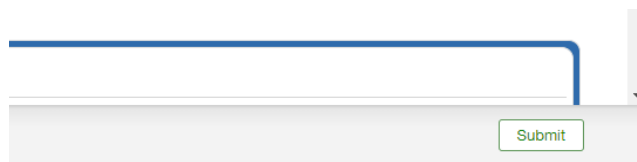
- Contact info for this request
- Financial info if applicable

#### LOI Information

- Project title
- Project Summary (4 pages/ 2000 words maximum)  
Describe the *specific need* your program or project will address. State the underlying assumptions which justify taking action. You may use facts and data to support your case. Describe the *overall program or project* for which you are requesting support. State the goals or objectives of the program. Describe the roles and responsibilities of the *primary staff* for this program, including any volunteers.
- What outcomes do you expect to see? (3 pages/1500 words maximum)  
Describe the *outcomes* (e.g., changes in behavior, motivation, skills; capacity increase) that will result from your program. Describe how the program or project will be evaluated. What measurements and metrics will be used to monitor and track program activities? What *specific targets* for these program activities have you established (e.g. number of events; timeline for completion of deliverables)?
- Projected Grant Start Date
- Projected Grant End Date
- Duration (in months)

**After completing these questions, you are ready to submit.**

To submit, click **Save and Close** and then click the **Submit** button on the lower right corner of your screen.



**We will review your request and contact you about your submission.**

If you have any questions, please contact us at [grants@colemanfoundation.org](mailto:grants@colemanfoundation.org)