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

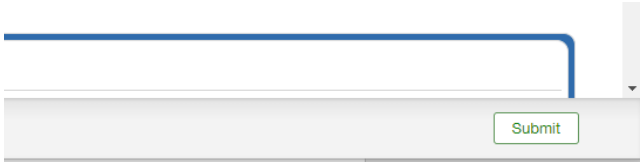
- Contact info for this request
- Fiscal Sponsor or Grant Administrator info if applicable

LOI Information

- Project title
- Brief Project Description (no more than 2000 words)
  Describe the *specific need* your program or project will address.
- Project Outcomes
  Describe the outcomes (e.g., changes in behavior, motivation, skills; capacity increase) you expect to see as a result of this activity.
- Type of Support Requested
- Amount Requested
- 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