



LETTER OF INQUIRY GUIDELINES AND DIRECTIONS

The Ellbogen Foundation requires a Letter of Inquiry (LOI) as the first step in the grant request process. A period of time is set out before each Board meeting when the Foundation will receive and review letters that are input into the form below. Please check the LOI webpage for the timeline. Formal grant proposals will be invited after letters are reviewed. Letters that are not received in the website form in the designated LOI submission timeframe will not be shared or reviewed for formal proposal consideration.

As you generate content for the fields below, please consider the following:

- The Foundation prioritizes funding for initiatives and activities that serve the state of Wyoming or a region of the state. Occasionally, funding will be granted to particularly innovative or enterprising initiatives and activities that serve only a single community.
- The Foundation values a systemic approach to problem-solving that recognizes the multidimensional nature of needs and problems as well as solutions. Partnership and collaboration is critical to achieving systems-wide and sustainable change in skills, knowledge, mindsets, behaviors and/or circumstances.
- The Foundations sees capacity building as an intentional, integrated process that spans every priority area to develop and invest in the future capabilities of individuals, organizations, and communities so that they move toward sustainable, meaningful change.

If you have any questions about or experience technical difficulties with the LOI, please contact Becca Steinhoff: 307-575-2443 ellbogenfoundation.wy@gmail.com

The form content to be submitted for an LOI includes:

- Date
- Legal Name of Organization
- Contact information
- EIN
- Website
- Name of CEO or Executive Director and contact information
- Applicant Contact and Title if not CEO or Executive Director and contact information
- Mission Statement
- Amount of Request
- Total Project Costs



- Narrative
 - Briefly describe your organization, and any partnerships or collaborations that enhance your work.
 - Provide an overview of the proposed project or program for which you are requesting funding, or indicate that your request is for general operating dollars.
 - The Ellbogen Foundation mission statement is to: To create or cause change primarily for the benefit of the people of the State of Wyoming through the support of science, education, and charity. How will your proposed work benefit the people of the State of Wyoming?
 - The Ellbogen Foundation prioritizes work in these areas: basic needs (food, housing, transportation and health care), education (early childhood through post-secondary), quality teaching, and civics education and engagement. How does your proposed work align with and strengthen these priorities?