**LETTER OF INQUIRY CONTENT**

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 a form on the website with the content 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.

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

Form content:

* Date
* Legal Name of Organization
* Contact information
* EIN
* Website
* Applicant Contact, Title and contact information
* Mission Statement
* Grant Funds Requested from the Ellbogen Foundation
* Total Project Funds for All Sources

Geography and priorities:

* + The Ellbogen 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 or activities that serve only a single community. Please indicate the geographic area served by your proposed grant work (i.e. list counties or indicate statewide).
	+ The Ellbogen Foundation prioritizes work in the following areas. Please check the boxes of those priorities that your grant work aligns with and strengthens.
	+ Basic needs (food, housing, transportation, healthcare, wellbeing)
	+ Education (early childhood through post-secondary)
	+ Quality teaching
	+ Financial responsibility and personal self-sufficiency
	+ Civic education and engagement

Narrative:

* Share a brief overview of your organization, a summary of the project or program for which you are requesting funding or indicate that your request is for general operating dollars, and the essential outcome(s) of your work.
* The Ellbogen Foundation mission statement is: 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 does your proposed grant work fit your mission as well as align with the Ellbogen Foundation's mission to benefit the people of the State of Wyoming?
* The Ellbogen Foundation seeks to understand the needs of the people it serves and funds impactful work that addresses those needs. What need(s) and/or challenge(s) will be met by your proposed grant work?
* The Ellbogen Foundation recognizes that collaboration and partnership are critical to achieving impact. Who is working on the same issues as you and how are you coordinating with them?