**LETTER OF INQUIRY TIPS**

For additional support and insight, please reach out to Becca Steinhoff: 307-575-2443 [ellbogenfoundation.wy@gmail.com](mailto:ellbogenfoundation.wy@gmail.com)

1. Answer all of the questions that are asked. Read the narrative prompts very carefully and provide clear, concise answers.
2. Content is critical and is the most important criteria that will be assessed in both written and video narratives. Tell your story from the heart, in words that everyone can understand. Use an active voice and avoid grandiloquent and verbose language. Refrain from using acronyms and industry jargon. Use the same name for your organization and project throughout the LOI – consistency assists with clarity.
3. Be a good storyteller. Imagine that your job is to read or listen to LOIs, hour after hour after hour day after day after day. Eventually, they all sound about the same…unless you come across one that energizes or inspires you, tugs at your heartstrings, or makes you wonder more and think deeply. Tell your story so that your grant proposal will stand out.
4. Practice your video and proofread your written responses.
5. Adhere to timelines. All content must be submitted in the timeframe and before the 5:00 p.m. deadline.
6. For video submissions: Don’t worry about the style of the video. We just need the sound to be clear! If you share video of people who take part in your services, make sure you get their consent first.