



Impact Taos 2019 LOI Announcement

Taos Community Foundation is hosting a short-cycle period LOI application opportunity for eligible non-profit programs. Applications should include current organizational information, which can easily be shared with fund-holders and potential donors, and also be reviewed by TCF's Core Grants Committee and other Field-of-Interest Fund advisors for funding consideration and grant award recommendations.

Elements for Preparing a Letter of Inquiry application

1) Proposal Coversheet – This will be page (1) one of the submission. This document may be hand-written. Please make sure all lines are complete.

2) LOI Narrative – This will be pages 2-3 of the LOI submission. Please use the following guidelines for the Narrative sections **Part 1 and 2**:

- no more than two single-spaced 8.5x11-inch pages
- margins of no less than one inch
- type size of no less than 12 points

Narrative Part 1: In this section, **provide a clear overview of the activities/programs your organization provides, and a synopsis of the community need or issue addressed by your work, and the population(s) who will benefit.** We encourage you to include other details as they pertain to the specifics of your request, either for *Core Support* or a *Specific Project*:

- Is collaboration with other agencies anticipated? If so, please include the partner-agencies and provide a brief summary of the roles of each partner within the project.
- Is this a time-sensitive project? If so, please outline the start and estimated completion dates.
- What is the desired outcome or results to be achieved?

Narrative Part 2: In this section, **provide a brief overview of one practice or principle you have identified as a focus within your organization to build organizational strength and sustainability.** (The NM Principles and Practices Guide is a useful tool to guide this work.) We encourage you to include other details as they pertain to the specifics of this work:

- How did you identify this focus?
- If you have created an action plan, set a goal, created a timeline, and/or a way to measure your progress, include any or all of them in this section.

3) Budget Outline – As a separate page, please provide the following information and any narrative statement if additional information seems important to highlight:

- What is the organization's total operating cost?
- If project related, what is the total cost of the specific project?
- Is there other funding currently in place for the project?
- If so, what is the amount and source of that funding?

4) Non-Profit Documentation / Signature Page – This will be the final page of the submission.

Please do not include newsletters, photographs, or marketing material as supplements to your LOI submission.

Deadline and Submission Instructions

LOIs should only be submitted by email transmission, in a PDF format. LOI's will not be accepted in hard-copy or fax, unless previously approved by TCF. Only one LOI may be submitted per organization during the open submission time period.

The deadline for LOI submission is: **Thursday, March 7, 2019 by 4:00 PM.**

Please submit to the following email address: admintcf@taoscf.org

You will receive an email acknowledgement of receipt of your application. If you have not received an acknowledgement within 2 days, please contact Taos Community Foundation.

Deliberation / Notification

Letters of Inquiry will be reviewed by the Foundation's Grants Committee and will be available to TCF fund-holders for further introduction to your organization's mission/work. By submitting a LOI, you give the Foundation permission to share it with other interested funders, both individuals and potential Foundation partners. The LOI's will be presented to fund-holders through both formal and informal methods and will be made available as new donor prospects engage with the Foundation.

Subsequently, selected LOI applicants *may* receive a formal invitation to submit further information, if needed, which may include a request for a site visit.

The initial round of Award Letters for funding will be sent no later than Friday, May 24, 2019. It is possible that subsequent funding may result beyond this initial round, and organizations will be notified if this occurs. As previously noted, it is not anticipated that TCF will post any other General Grant Application or LOI Cycles for the remainder of 2018.

Organizations that have late/outstanding Final Grant Reports are not eligible to submit a LOI until all previous grant reporting requirements have been met, and previous awarded grants are considered "Closed – In Good Standing". As there may be some "overlap" in the deadline for an existing grant and this current LOI deadline, organizations wishing to discuss this further are encouraged to contact Helen Forte, Director of Community Outreach, (575) 737-9300 or hforte@taoscf.org for additional clarification.



Grant # _____
(for TCF office record)

IMPACT TAOS 2019 LOI Proposal Coversheet

1. Applicant Information:

Organization / Agency:

Executive Director:

Mailing Address:

Telephone:

Fax:

Email:

Website:

Federal Tax ID (EIN#):

2. LOI Request – Please select one:

Core Support

Specific Project Title: _____

3. Organization's Mission Statement:

4. Please add **two or three sentences** outlining the work of your organization and any highlights you would wish to be shared with fund-holders and committee members.

Taos Community Foundation Non-Profit Documentation Checklist / Signature Page

Place a check in each box to certify that you have a current copy of these documents on file and can provide these documents if your LOI Proposal is accepted for funding or additional review. **Do not send hard copies of the following items.** Please sign below.

- Board Contact List for Non-Profit Programs – indicating board members’ names, community affiliations and contact information.

- Organization’s most recent 990 filed with the IRS. Filing Year: _____

- Current Organizational Budget, Profit & Loss Statement **and** Balance Sheet.

- If you are not a 501(c) (3), you must have a Fiscal Sponsor/Agent, please provide the following:

Fiscal Sponsor Organization: _____

Is there a written sponsorship agreement in place? YES NO

By signing this LOI Proposal, I am endorsing the accuracy of it and the commitment of my organization to implement the proposed scope of work as it is described.

Organization Name: _____

Executive Director

Date