



Letter of Inquiry (LOI)

Please use the format below to prepare a request. Partners are encouraged to contact a Program Officer before submitting a request at (907) 297-2700, toll-free in Alaska at (877) 366-2700, or by email at grants@rasmuson.org.

Purpose

Applying for a [Tier 2 grant](#) or [Program-Related Investment \(PRI\)](#) is a multi-step process that begins with a conversation with a Program Officer and the submission of a Letter of Inquiry. After review of an LOI, select organizations may be invited to submit a full proposal.

Organization Overview

- Organization Name:
- EIN:
- Head of Organization:
- Head of Organization Phone Number:
- Head of Organization Email:
- Primary Contact for this LOI:
- Primary Contact Phone Number:
- Primary Contact Email:
- Geographic Area Served:
- Have there been any significant leadership or financial changes at the organization in the last 12 months?
- Is this project in Alaska, or is it providing services to Alaskans?
- Does this grant include a fiscal sponsor? If yes, provide the following information

Fiscal Organization Information (if applicable)

- Fiscal Sponsor Name:
- Fiscal Sponsor EIN:
- Fiscal Sponsor Contact Name:
- Fiscal Sponsor Contact Email:

Project Description

- Project Title: [Short and describes what it is]
- Project Location:
- Amount Requested:
- Total Project Budget:
- Brief Project Summary: [Organization name] requests \$[amount] of a \$[total project budget] project to [describe the project]. Funds will be used to buy or pay for [specific expense or activity]. The current situation, challenge, or context is [brief description]. This funding will benefit the project and/or organization by [brief benefit statement].

**Project Scope, Timeline, and Outcomes**

- Project Scope: [Detailed description of the project]
- Type of Support Being Requested: Capital or Programmatic
- Planned Project Start Date:
- Planned Project End Date:
- Anticipated Project Timeline:
- Outline the expected outcomes from the proposed project:
- Describe the community need this project meets:
- Have you previously spoken with Rasmuson Foundation staff regarding this project?

Initial Project Financials (may use your own tool or the budget template provided on our website)

- Itemized Project Budget
- Project funding by source and status (secured, pending, planned, financing)

Organizational Finances:

- Last Completed Fiscal Year Total Revenue:
- Last Completed Fiscal Year Total Expenses:

Attachments:

Attach/Include - Current Fiscal Year Operating Budget

Attach/Include – Financials:

- Balance Sheet (aka Statement of Financial Position) showing a 2-year comparison
- Profit and Loss Statement (aka Statement of Activities, Income Statement, Operating Statement) for the most recent fiscal year
- Audit (optional)