

## Community Impact Grantmaking Letter of Inquiry

Create up to a two-page document containing the following information. Character limits include spaces. Please do not include any attachments.

1. Organization Name
2. Grant Contact Name, Title & Email
3. Executive Director Name & Email
4. Organization Address & Phone
5. Endowment Fund – Please note if your organization has an endowment fund. Include approximate endowment fund value and asset custodian.
6. Organization EIN#
7. Organization Mission (1,000 character limit)
8. Project Name
9. Project Start & End Date
10. Project Budget (50 character limit): Include 3 numbers – (1) the project total, (2) funds raised/pledged to date to give evidence of other funding, and (3) funds requested from MCF. A very brief budget narrative is optional.
11. Project Description (2,500 character limit): Summarize the project. Describe the purpose of the proposed project, the issues that will be addressed, the significance of those issues, and the impact on Dane County (or other geographic area in the case of endowment challenge grants). Indicate who will benefit and estimate their number. Describe how your project will expand or complement existing community services, plus any arrangements to collaborate with other organizations. Describe the future sustainability of the project. Organizations applying for an endowment challenge grant should include a brief description of their strategy for fundraising and endowment building.
12. Proposed Outcome (500 character limit): List up to three measurable outcomes for the project.
13. MCF Alignment (500 character limit): Describe how the project furthers the mission and priorities of the Madison Community Foundation.