



The Antioch Foundation

antiochfoundation.org

## Letter of Inquiry Instructions 2020 Grant Applications

The Antioch Foundation will be requiring organizations interested in applying for a grant for the 2020 calendar year to submit a letter of inquiry. Please read and follow the directions below carefully. **Prior to submitting a letter of inquiry, all applicants should review the *About Us* and *Frequently Asked Questions* pages of our website ([antiochfoundation.org](http://antiochfoundation.org)) for information regarding our giving areas and what we do and do not fund.**

The 2020 grant application period is September 15 through October 15, 2019. While the Antioch Foundation believes it is important to maintain flexibility in our grantmaking, applicants should understand that funding for unsolicited proposals is limited. Therefore, **letters of inquiry must be submitted by July 15, 2019 for full consideration.**

Please include the following information in your letter of inquiry. Letters should not exceed three pages.

1. **Executive summary:** Name, location, and contact information of your organization, the amount requested, and a broad description of the project. Also included the qualifications of project staff, a brief description of evaluative methodology, and a timetable.
2. **Organization description:** Describe the ability of your organization to meet the stated need. Provide a very brief history and description of your current programs. Demonstrate a direct connection between what you do now and what you want to do with the requested funding.
  - a) Is your organization or program faith-based? **Yes**  **No**
  - b) If Yes, describe your relationship with the Wisconsin Evangelical Lutheran Synod or the Evangelical Lutheran Synod. Please note that we are unable to fund faith-based grants that are not connected with WELS or ELS.
3. **Statement of need:** What is the specific need that can be met by your project? Include a description of the target population and geographical area served. If applicable, reference appropriate statistical data to demonstrate the need.
4. **Methodology:** Present a clear, logical, and achievable solution to the stated need. Describe the project briefly, including major activities, and your desired objectives.
5. **Project budget:** Include the total cost of the project as well as breakdown of the major costs involved. Be sure to reference other sources of funding supporting the project.

Email the completed letter (as a Microsoft Word or pdf file) along with a copy of your organization's 501(c)(3) status to [dankunz@theantiochfoundation.org](mailto:dankunz@theantiochfoundation.org).

Your request will be forwarded to and reviewed by Foundation staff, and you should receive a reply within 30 days.

Thank you for your interest in the Antioch Foundation!