

Letter of Introduction (LOI)

The Community Foundation of the Rappahannock River Region

Instructions and Grant Guidelines

Instructions and Tips

This is a common Letter of Introduction (LOI) used to share funding opportunities with The Community Foundation of the Rappahannock River Region and its donors.

We recommend you think about your LOI to introduce your organization to someone who isn't familiar with your work. The LOI is a helpful way for us to expand donor knowledge of your organization.

Information collected in this LOI may be shared with area donors who share your nonprofit organization's interests. **This is not a grant application or guarantee of funding.**

Take time to read each question thoroughly to ensure that you provide complete answers.

The following sections will ask for:

- general information of your organization,
- the need(s) your organization addresses,
- the programs and/or initiatives your organization is engaged in, and
- information about the leadership within your organization.

We welcome conversation if you'd like to discuss the information to include in your LOI.

Before beginning this LOI form, please visit The Community Foundation's grants program page <https://www.cfrrr.org/apply/grant-programs/> to learn more about applying for grants from the foundation, grant priorities, grant application guidelines and FAQs.

If at any point during this LOI you have questions or require assistance, please contact **Casey Hu, Director of Donor Services** at casey.hu@cfrrr.org.

Saving Your Work

As you work on this LOI, you can save a draft and return to finish your work at any time. To do so, click "Save" at the bottom right hand side of the form.

When you return, you will see your draft application on your dashboard. Click "Edit Application" to return to your draft.

Character Counts

Our grant portal requires a set character limit on all text questions. We have set all questions at the maximum limit to provide you as much flexibility in your answers as possible.

Please note, we are not looking for the maximum character responses. We have provided instructions throughout on the information we need and why. Below is a guide to help you understand character counts.

5,000 characters = 800 words or 1.5 pages single-spaced

3,500 characters = 575 words or 1 page single-spaced

1,500 characters = 250 words or .5 page single-spaced

500 characters = 80 words

250 characters = 40 words

GuideStar Information

The Community Foundation recommends that all nonprofits maintain and regularly update their **GuideStar/Candid profile**. To this end, we have included questions that allow you to use your GuideStar profile to help populate your application form.

Before doing so, please be sure that your GuideStar profile contains the most up-to-date information. We suggest making these updates as soon as possible. For more information on creating or updating your organization's profile, please visit GuideStar's Nonprofit Profile page.

To auto-populate your form with GuideStar profile answers:

- Click the **"Copy GuideStar Profile"** button in the top right corner of the application page.
- In the pop-up that appears, **select any data from your GuideStar profile** to copy into the corresponding GuideStar question.
- Click **Copy Answers**. The data will then automatically be added to the applicable fields in the application.

Please note:

- GuideStar questions can be filled out manually, just like any other question type.
- You can edit your responses after copying the data from GuideStar.
- Any questions that have already been answered will NOT be overwritten by a copied answer.
- If your organization has not yet claimed its GuideStar profile or filled out the profile information, you will not be able to use this feature. You may simply answer the questions by typing or copy/pasting in your response.

What is GuideStar? What is Candid?

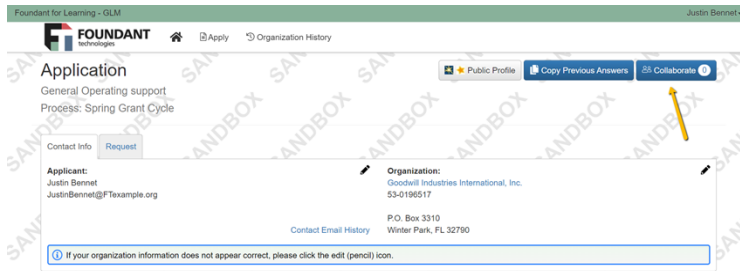
Candid is a 501(c)(3) public charity that provides the most comprehensive data and insights about the social sector. Candid was formed in 2019 when GuideStar and Foundation Center merged. Candid and GuideStar's mission is to

“revolutionize philanthropy by providing information that advances transparency, enables funders and donors to make better decisions, and encourages charitable giving.”

View The Community Foundation's GuideStar profile here:
<https://www.guidestar.org/profile/54-1843987>

Collaboration

You can invite others to collaborate on your application using the blue "Collaborate" button in the upper right-hand corner of this page.



For more information on this feature, see the following resource:

[Applicant Tutorial - Collaboration](https://support.foundant.com/hc/en-us/articles/4523887747223-Applicant-Tutorial-Collaboration)

<https://support.foundant.com/hc/en-us/articles/4523887747223-Applicant-Tutorial-Collaboration>

Grant Guidelines

Before beginning this application, you **must** read the grant guidelines.

The Community Foundation's grant guidelines can be viewed on the foundation's website here: <https://www.cfrrr.org/apply/grant-programs/>

Writing and submitting a LOI takes time, and the foundation wants to be respectful of your time and resources. To ensure your organization or project is eligible, **please read the foundation's general guidelines before continuing with this LOI.**

If you have any questions about the grant guidelines, please contact **Casey Hu, Director of Donor Services**, casey.hu@cfrrr.org.

Have you read the grant guidelines?*

Choices

Yes

No

Organizational Overview

Organization Type*

How is your organization classified?

Please note: The Community Foundation will independently confirm your organization's classification; in some instances, you may be contacted to provide additional documentation demonstrating tax exempt status.

Choices

Public Charity [501(c)(3)]
Government Entity or School
Other Tax-Exempt Organization

Total Annual Operating Budget*

Character Limit: 20

Fiscal Sponsorship*

Are you applying on behalf of another organization? In other words, are you serving as a fiscal sponsor for another organization or initiative that is not eligible to apply on its own?

Based on how you respond to this question, you may be required to answer additional follow up questions.

Choices

Yes
No

Organization Overview*

Please provide a brief description of your organization including your purpose, goals, and who you serve.

Include your mission statement and/or vision statement if helpful or applicable.

For this question, you may use the "Copy from GuideStar" feature. Please refer to the instructions portion of the application for complete instructions for answering these types of questions.

Character Limit: 3000

NTEE Codes (list)*

How is your organization classified by the IRS?

View the NTEE Core Codes (NTEE-CC) page here:

<https://nccs.urban.org/project/national-taxonomy-exempt-entities-ntee-codes> and the IRS Activity codes here: <https://nccs.urban.org/publication/irs-activity-codes>.

For this question, we advise using the "Copy from GuideStar" feature. Please refer to the instructions portion of the application for complete instructions for answering these types of questions.

Character Limit: 3000

Geographic Area Served*

Where are the people your organization serves located? *Check all that apply.*

Choices

Fredericksburg
Caroline
King George
Spotsylvania

Stafford
All of Planning District 16
Outside of Planning District 16

Which of the following populations describes the people your organization primarily serves?*

You may select more than one option for this question.

Note: We ask you to limit your choices to the primary population(s) that your organization serves.

Choices

- Animals
- Children & youth
- Crime, abuse & domestic violence survivors
- Environment
- Faith-based
- Immigrants, refugees, migrants
- Individuals with disabilities
- Individuals with mental health disorder(s)
- Individuals with substance use disorder(s)
- LGBTQIA+
- Offenders & ex-offenders
- Older adults
- Single parents
- Veterans & military
- Option not provided here.

Recent Accomplishments*

Please use this area to provide discuss any recent accomplishments of your organization.

Character Limit: 1500

Fiscal Sponsor Follow Up

These follow up questions are required when you answer "yes" to having a fiscal sponsor.

Fiscal Sponsor Organization Name*

Character Limit: 250

What is the fiscal sponsor's EIN?*

Character Limit: 9

Please provide an overview about the relationship between your organization and the fiscal sponsor.*

Please share the following details:

- fiscal sponsor's website
- fiscal sponsor's address
- contact person at the fiscal sponsor (name, title, email, phone)

Please note, we do not need a detailed discussion of your collaboration/fiscal sponsor relationship. 2 - 4 sentences is sufficient.

Character Limit: 3500

Proposed Project/Program

Instructions

This section asks questions about the project or program for which you are requesting grant funds.

Several questions include “*guiding questions*.” These are here to guide your writing and help you understand the types of answers that are most useful for the foundation’s evaluation process. You do **not** need to answer every component of the guiding questions.

Request type*

Which best describes your request?

Choices

- General Operating Support
- Capital Project
- Capacity Building Project (includes staff professional Development)
- Re-occurring Program
- One-time Program
- Other (please describe below)

If you selected “Other” in the previous question, please provide additional details here.

Character Limit: 1500

Program/Project Title*

Please provide a brief one-line description of your request.

The name of the request is attached to every form within your request. This is the "identifier" for your request. Please name your request using a few words to describe it such as *2022 After School Program*.

Character Limit: 100

2-Sentence Project Summary: What are you trying to accomplish?*

Imagine explaining your project in two very short sentences (or one tweet). That's what we're looking for here.

Character Limit: 250

Concept Summary: What do you want to do?*

We're looking for a high level, general description of what you're trying to accomplish and who the target population is for this project.

Summarize the purpose of this project, program, or idea that includes:

- Why are you the right organization to do this?
- What do you specifically want to accomplish?
- What will you do?
- Who is it for?
- How will this project change or support our community?

Describe how you engage, interact, or reach out to this community, and list any partners you are engaging or collaborating with for this project.

This summary may be used for different purposes, including foundation communications with donors.

Character Limit: 2500

Operating Cost*

What is the total cost of this project or program?

You can use an approximate total. This total should not equal your organization's total operating budget.

Character Limit: 20

Needs or Opportunities: Why do you want to do it?*

Tell us why your project is needed in our community. Reference best practices and use local data or research whenever possible.

Guiding Questions: Is there something missing in our community or an opportunity that this project addresses?

Character Limit: 2500

What do you need to do it?*

What resources does your organization need to achieve its goals?

Since you're applying for a grant, we assume you need money. Give us a sense of how much money you need and what you expect to spend it on.

If you have already received quotes for equipment or any consulting services you need, it's helpful to let us know.

The next question provides a space to enter a dollar amount.

Character Limit: 2500

Request Amount*

Character Limit: 20

Optional Attachments

Please use this space to provide any additional attachments which you believe are relevant to your Letter of Inquiry.

Some organizations decide to upload flyers for their program, photos from past projects, etc. You can also include notes with the attachment(s).

Please note that you are not required to upload anything in this space unless you choose to.

Optional attachment 1

Character Limit: 3500 | File Size Limit: 5 MB

Optional attachment 2

Character Limit: 3500 | File Size Limit: 5 MB

Optional attachment 3

Character Limit: 3500 | File Size Limit: 5 MB

Permissions

Permissions*

Do you consent to The Community Foundation sharing this application with our donors and other funding sources?

Choices

Yes

No