

# Letter of Inquiry Questions

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The following questions appear on our Letter of Inquiry (LOI) and are provided for planning purposes. The LOI is meant to be a snapshot of your grant request.

## Organization Information

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### Name & Title of Person Completing the Letter of Inquiry\*

Individual who has authority to submit the LOI on the organization's behalf.

*Character Limit: 100*

### Name & Title of Executive Director/CEO/President\*

This person has authorized submission of the LOI and will be contacted as needed.

*Character Limit: 100*

### Organization Mission and Vision Statement\*

*Character Limit: 750*

### Organization Executive Summary\*

Briefly describe your organization. Think of this as your organization's "elevator pitch." Use this section to give a concise overview of who you are and what you do. You may want to include: year your organization was founded, general population served, major milestones/achievements, list programs/projects of your organization (do not need to be described in detail), and/or your organization's capacity to implement this grant request.

*Character Limit: 2000*

### Current Fiscal Year Organization Budget\*

This budget should accurately reflect your annual organization's expense structure.

*Character Limit: 20*

### What is your organization's fiscal year?\*

*Character Limit: 250*

## Grant Request

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### Request Title\*

Please indicate the title you have chosen for this request. *Character Limit: 100*

### Amount Requested\*

This is the total amount you are requesting from JTVF. *Character Limit: 20*

### How many years is this request for?\*

*Character Limit: 2*

## **Total Program or Project Budget\***

This is the total budget related to your request and is typically not the amount you are seeking from our Foundation. The exception would be if you are requesting general operating funds for your entire organization, then in this section you can enter your organization budget again.

*Character Limit: 20*

## **Timeline for your Request\***

Please describe your timeline/implementation process for the requested funds. Please include start and end dates if known.

*Character Limit: 500*

## **Brief Description of Request\***

Provide a brief and concise description (around 5 sentences) of the current request to summarize the work you plan to accomplish.

*Character Limit: 1200*

## **Community Need\***

How do you see your work directly contributing to affordable housing, early learning, economic mobility, or meeting basic needs in the Rapid City region?

*Character Limit: 1000*

## **Collaboration\***

List collaborating partners and share how are you partnering on this request.

*Character Limit: 2000*

## **Committed Funding\***

List the major contributors with the amounts awarded, in descending order (largest to smallest). If relevant, include significant in-kind contributions. Please provide a timeframe for when the funds will be used and specify whether the award is for a program, project, or the entire organization.

Examples:

- Help.org, \$35,000, in kind for furnishings for capital project • Funding Inc., \$30,000, for capital project
- XYZ, \$20,000 for next calendar year, general operating

*Character Limit: 3000*

## **Pending Funding\***

Please list the organizations or funders you are applying to, along with the amounts requested in descending order (largest to smallest). If relevant, include significant in-kind contributions. Please provide a timeframe for when you anticipate finding out about the request and specify whether the pending request is for a program, project, or the entire organization. Examples:

- 123 Foundation, \$45,000, for general operating, will be notified in June 2026
- Foundation Inc., \$25,000, for capital project, will be notified Winter of 2026

*Character Limit: 2000*