



## ***Letter of Inquiry Requirements***

The Foundation requires an electronic Letter of Inquiry (LOI) as the first step in the grant request process. A period of time is set out before each spring and fall Board meeting when the Foundation will receive and review form letters that are written according to the requirements below. Formal grant proposals will be invited after letters are reviewed. The Letter of Inquiry deadlines are posted on the Foundation website: <http://ellbogenfoundation.org/index.php/grants/letter-inquiry/>.

### **I. Electronic Form Letter**

- a. Please tell us why your organization exists, including a summary of your vision, mission, goals, current work, and relevant highlights from your history.
- b. Describe how lives have been changed because of the work that you do.
- c. The Ellbogen Foundation values a systemic approach to problem-solving that recognizes the multidimensional nature of needs and problems as well as solutions. Please cite specific examples of your purposeful collaboration with partners to address the comprehensive well-being of individuals, organizations, community, and/or Wyoming.
- d. The Ellbogen Foundation sees capacity building as an intentional, integrated process that spans every priority area to develop and invest in the future capabilities of individuals, organizations, and/or communities so that they move toward sustainable, meaningful change. Explain how your organization will come together with the Foundation to build capacity and ultimately impact people in the state of Wyoming in one or more of these priority areas: early childhood, education, economic well-being, health, family and community.
- e. Communicate what success looks like for your proposal: how will your work lead to a sustainable change in skills, knowledge, mindsets, behaviors and/or circumstances?