



The Antioch Foundation

antiochfoundation.org

Letter of Inquiry Instructions 2024 Grant Applications

The Antioch Foundation requires organizations interested in applying for a grant for the 2025 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) for information regarding our giving areas and what we do and do not fund.

Letters of inquiry must be received by July 15th, 2024 for full consideration.

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

- 1. Organization description:** Provide a brief history and description of your organization and current programs. Describe the ability of your organization to meet the stated need. Demonstrate a direct connection between what you do now and what you intend 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.
- 2. Statement of need:** What is the specific need that would be addressed by your project? Include a description of the target population and geographical area served.
- 3. Methodology:** Present a clear, logical, and achievable solution to the stated need. Outline the project, desired outcomes, and strategies for measuring impact.
- 4. Project budget:** Include the total cost of the project as well as a breakdown of the major costs involved. Identify other sources of funding supporting the project.

Email the completed letter (as a Microsoft Word or pdf file) along with evidence of your organization's 501(c)(3) status to ryan.donovan@theantiochfoundation.org.

Requests will be reviewed by foundation staff, and applicants will receive a reply within 30 days. If your proposal is approved, you will be invited to submit a full grant application between September 15th and October 15th, 2024.

Thank you for your interest in the Antioch Foundation!