Please submit 2-3 pages in bullet-point, short answer form, answering the following questions in the order presented. You must submit your Letter of Inquiry (LOI) by e-mail no later than 5:00 pm on July 2, 2020 to Melinda McAliney at melinda@brownsisters.org. Unfortunately, staff is not able to review and provide feedback on LOIs prior to submission. Please review the guidelines on our website prior to submission to ascertain if your organization and project are a good fit.

- **Organization information:**
  - Legal name (include DBA, if applicable), address, phone, and website
  - Primary contact information: name, phone number, and email address
  - Organization’s mission statement
  - Organization’s current operating budget
- **Project Overview:**
  - Project name
  - Total project budget
  - Requested funding amount
  - Indicate if funding is sought to support an existing, new, expanded, capacity-building project, or something different
- **Faith connection:**
  - Describe how your organization seeks to spread the love and hope of God to impoverished communities through its work.
- **COVID-19 impact:**
  - Explain how COVID-19 has impacted your services. What changes/adjustments have/will you make?
  - Explain how COVID-19 has impacted your fundraising efforts and budget. What changes/adjustments have/will you make?
- **Project description:**
  - Provide a brief description of the project for which you are requesting funding, including an outline of your activities, objectives, and anticipated measurable outcomes.
  - Describe the target demographic served by the organization/project.
  - Describe why this project is important at this time.
  - Explain how this request will build the organization’s resiliency and long-term sustainability, especially in light of COVID-19.
- **Matching gift:**
  - Brown Sisters Foundation typically awards challenge-based/matching grants (at least a 1:1 match). If a challenge/matching grant is received, describe 1) how much in matching funds will your organization raise and 2) how will you achieve this.

You will be notified by July 30, 2020 if your organization has been selected to submit a full grant application.