**INSTRUCTIONS:** Phillips’ Fund Grant applicants must submit a Letter of Inquiry (LOI) prior to application.

LOIs are due by May 15, 2024 & will be reviewed by the Phillips’ Fund Staff and Advisory Committee. Eligible organizations will receive an invitation to submit a full application by July 12,2024.

## Organization Legal Name and Tax ID No.:

## Executive Director name and contact information:

## Organization's Mission Statement:

## Primary Geographic Area Served *(within Clallam County):*

## Project/Program Name:

## Brief Project/Program Description: *Two to three paragraphs describing: 1) your project goals, 2) target population served, 3) your organization’s experience, expertise, and ability to accomplish the project, and 4) the community collaborations that support your project’s success.*

## Amount Requested:

## Type of Funds: \_\_\_\_General Operating \_\_\_\_\_Project/Program Support \_\_\_\_\_Capital project/purchase

## Project/Program Budget. *Please* *submit* *a one-page budget depicting income and expenses related to this proposal. Do not submit your entire operating budget at this time*.

## Three-Year Revenue History. *Download* *and complete the following table, linked* [*here.*](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.seattlefoundation.org%2Fwp-content%2Fuploads%2F2024%2F04%2FPhillips-LOI-Revenue-History-Template-1.xlsx&data=05%7C02%7Ca.henderson%40seattlefoundation.org%7C33ee98276c874f2ad0e308dc57ea315a%7Cd9a1b8161d3e4c3f912f01a8b0902381%7C0%7C0%7C638481910552798923%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=%2Bo9YMkoT1vHUntmNltcy1wSrOZHQEsyDkzxcqGfv8%2FA%3D&reserved=0) *Upload the completed to the Foundant form and provide a brief narrative (one to two paragraphs) describing planned funding sources.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sources of Funds** | **Two Years Ago 2022** | | **Last Year 2023** | | **Current Year 2024** | |
|  | **Amount** | **Percent** | **Amount** | **Percent** | **Amount** | **Percent** |
| **Civic/Government** | 0 | 0% | 0 | 0% | 0 | 0% |
| **Foundations/Corporate** | 0 | 0% | 0 | 0% | 0 | 0% |
| **Individuals/Events** | 0 | 0% | 0 | 0% | 0 | 0% |
| **Earned Income** | 0 | 0% | 0 | 0% | 0 | 0% |
| **United Way/Workplace Giving** | 0 | 0% | 0 | 0% | 0 | 0% |
| **Other (i.e., assets moved from reserve)** | 0 | 0% | 0 | 0% | 0 | 0% |
| **Total** | 0 | 0% | 0 | 0% | 0 | 100.00% |

## Contact: *Enter contact’s full name, title, email and phone number.*

## Signature Title Date

Your signature certifies that the statements contained in this LOI are true and correct to the best of your knowledge and belief.<https://resources.foundant.com/blog/put-on-your-magic-grantmaker-goggles-and-lets-look-at-proposal-budgets>