



CORA E. ROGGE MEMORIAL FOUNDATION

P.O. Box 425
Zanesville, OH 43702-0425

Letter of Inquiry

The Cora E. Rogge Memorial Foundation accepts inquiries throughout the year. If on the basis of careful review of our priorities you believe that your organization is a strong candidate for financial support, we ask that you submit a Letter of Inquiry (LOI) as the initial outline of your proposed ideas and work. The Foundation uses the LOI process to learn more about proposed efforts and to assist in determining which organizations will be invited to submit a full proposal. The Foundation will respond to the LOI within 30 working days of submission to let the applicant know whether they will be invited to submit a full proposal. Please limit your response to 5 pages.

Letter of Inquiry Content Guide:

Contact Information

- A. Organization Name & Address
- B. Executive Director Name
- C. Phone & Email
- D. Website
- E. Tax Identification Number
 - NOTE: Your letter must be signed and dated by the Executive Director and/or Board President or their equivalents.

I. Organizational Description and Statement of Need

- A. Organization's Purpose: Please describe the vision and primary focus of your organization's work (3-5 sentences).
- B. What is the specific need in Muskingum County that can be met by your project?
- C. Please provide concrete examples.
- D. Describe the ability of your organization to meet the stated need and what is currently being done to meet the identified need.

II. Project Information

- A. Project Director's name, phone & email
- B. Project Title
- C. Brief description of your Project (5-7 sentences)
- D. Projected start and end date of Project
- E. Describe the geographic area and population to be served by your project (3-5 sentences).
- F. Which of our three issue priorities does your project address and how?
 - a. Education
 - b. Arts/Culture
 - c. Recreation

- G. If your proposal is outside of the three main areas of focus of the Foundation, how would your project contribute to the Foundation's twin goals of leaving fewer Muskingum County residents behind and helping talented Muskingum County residents stand out?

III. Outcomes & Measurement

- A. Describe what change you are hoping to achieve with the funding you are requesting and in what time period you expect to see those changes (3-5 sentences).
- B. What method will you use to measure those changes (2-3 sentences)?

IV. Budget & Financing

- A. Project grants can only be used for specific activities described in the proposal and approved by the Foundation.
- B. Proposed Project Budget
- a. Amount of grant request
 - b. Amount from other funding sources
 - c. Total Project budget
 - NOTE: To leverage dollars from the Cora E. Rogge Foundation, the grant request cannot exceed a maximum of 50% of the project budget. The match may be in the form of funds from other sources and/or in-kind donations such as paid or volunteer staff, office space, materials and supplies, etc.
- C. List the other sources of financial support committed (or pending) to this project.
- D. If this project is to be on-going, how will it be sustained after the Foundation grant is exhausted?

V. Collaboration & Leadership

- A. Are you working with any other organizations on this project? If so, please list the organizations and briefly describe the nature of the collaboration.
- B. Has your board discussed and approved this project?

VI. Please also attach the following to your Letter of Inquiry:

- A. List of Board Members and affiliations
- B. Current annual budget of your organization
- C. Copy of IRS Tax Determination Letter