2024-1. Spring - Education

Christopher Family Foundation

Instructions

LOI Process Description

A Letter of Inquiry (LOI) is the first step of the grant application process. It provides a summary of your organization, description of the project for which you seek support, and the amount requested. At the LOI stage, neither a budget nor supportive documents are required. After your LOI is reviewed, we will be in touch to let you know if we're able to invite a full proposal. Please feel free to reach out if you have questions before submission. Thank you for allowing us to learn more about your work.

How to complete the online Letter of Inquiry (LOI)
To submit your LOI to The Christopher Family Foundation, complete the sections that follow, then click on the "SUBMIT" button at the bottom of the last tab. You may save your work in progress by clicking the SAVE DRAFT button at any time. You can return as often as you choose as long as you submit prior to the deadline. You will receive a confirmation message when your LOI has been successfully submitted.

Tip: Character limits include spaces and special characters. If you exceed the limit, you will be allowed to continue typing, but we will not be able to view the additional content.

Please add administrator@grantinterface.com to your contacts or safe sender list in your email, so that alerts from this system do not get caught by spam filters.

Collaborate Feature
The Collaborate button at the top of the page can be used to invite other people to work on this request.

- From the Collaborate pop up, enter the email address of the person you wish to help you with the request.
- Set the Permission to either View (the collaborator can only view forms in the request), Edit (the collaborator can view and edit the request), or Submit (the collaborator can view, edit, and submit the request)
- Include a message about what you are asking your collaborator to do for you and select Invite.
- You can revoke permission at any time.

An email will be sent to the collaborator containing your message, their username, and a link to the log-on page. After clicking this link, they will be brought to the log-on page. If this is their first time logging onto the system, they will be asked to create a password.

After logging onto the system, the collaborator will see this request under the Collaboration Requests tab of their Applicant Dashboard. Here they can select the Edit Application link and complete your instructions.

Collaborator Tutorial

Letter of Inquiry

Organization Mission*
Character Limit: 1000

Type of Funding*
Choices
Program/Project
General Operating

Project Name*
If no specific project name, please indicate General Support.

Character Limit: 250

Project Summary*
If you're invited to submit a full proposal, what is your request? For general support requests, please provide a brief summary of your organization's key initiatives in the next 12 months. (Suggested 2,000 character maximum)

Character Limit: 5000

Geographic Areas Served*
Please describe the community areas your organization serves. If you focus on specific neighborhoods in Chicago, please list those.

Character Limit: 1000

How did you hear about us?*
Character Limit: 5000

Amount Requested*
Character Limit: 20

Fiscal Sponsor*
Are you using a fiscal sponsor?

Choices
Yes
No

Fiscal Sponsor

Name of Fiscal Sponsor*

Character Limit: 200

EIN of Fiscal Sponsor*

Character Limit: 10

Fiscal Sponsor Contact Name*

Character Limit: 200

Contact Email for Fiscal Sponsor*

Character Limit: 254