2023 Letter of Inquiry Guidelines

LETTER OF INQUIRY (LOI)
Before completing the LOI, please review our grant guidelines on our website here. The purpose of the LOI is to determine if your organization or project fits within JWF’s mission and priority areas and should be considered for a full proposal.

Please email a pdf (maximum of three pages at 11 or 12-point font size only) containing the following four (4) components: to jennifer@jwfpalmbeach.org by 4PM on September 8, 2022:

1. ORGANIZATION DESCRIPTION AND BUDGET
   • Briefly describe your organization’s mission, history, and recent accomplishments as it relates to advancing the status of women and girls.

2. PROGRAM OR GENERAL SUPPORT (you are requesting one or the other)
   • For program support, please provide:
     o a statement of need including target population
     o a one paragraph description of the program for which you request funding
     o a brief summary of the program, including goals, proposed activities, timeline, and a description of how the requested funds will be used
     o a one-page project budget
     o a detailed answer to: If you were to receive a JWF grant, which is a minimum of $10,000 per year (for two consecutive years) how would your ability to execute this program be impacted?
   • For general support, please provide:
     o one paragraph detailing the organization’s need for support
     o a brief summary of the organization’s activities and goals
     o your organization’s current budget

3. TARGETS, OUTCOMES, EVALUATION
   • Briefly describe how you will measure the progress of your project. What will be indication(s) of success in the short term?
   • How will you create long-term social change as defined in the guidelines?

4. COLLABORATION AND ADDITIONAL SUPPORT
   • If applicable, briefly describe the role of any organizations/institutions you intend to collaborate or partner with in executing the program.
   • Provide a list of current secured funding as it relates to this grant request, including foundation, corporate, government, and individual donor support.