



Letter of Inquiry for Innovation Grant

Please use this document for preparation purposes only. LOIs *must* be submitted through the online application system.

About the Organization

Date of Request:

Organization Name:

Legal Name of Organization:

Street Address:

City:

Zip/Postal Code:

Main Area Code and Phone Number:

Main Area Code and Fax Number:

Website Address:

Please briefly describe your organization's purpose and provide a one-paragraph history of the organization:

Annual Budget:

Contact Information

Executive Director or Chief Executive of Organization:

First Name:

Last Name:

Title:

Email Address:

The Innovative Project

Project Title:

Amount of Request:

Geographical Area Served (select from drop-down menu):

Program Area (select from drop-down menu):

Need for Project (Please limit to 150 words):

Please briefly explain purpose of project:

Please describe project. Include number of clients to be served and scope of services received by clients (Limit to 400 words):

How is the project innovative? List similar programs in Central Texas (if any exist), and specifically explain how your project is different (Limit to 300 words):

Please attach the following documents before submitting your Letter of Inquiry:

- 1) Most recent board-approved agency budget with detailed categories (For example, administrative categories can include personnel-salaries and fringe, service provider/contractual services, administrative services/contractual services, office operations, professional development, outreach/communications, fundraising, and facilities and equipment.)
- 2) Budget for Innovative Project