**The Ralph M. Parsons Foundation**

**Letter of Inquiry**

**Please note that this is a preview of the questions which are asked in our online Letter of Inquiry.**

**We have provided this editable version for you to use as you prepare your answers.**

**We encourage you to do your work in this document first, and then copy and paste answers into the online portal when you are ready to submit your application.**

**To submit an LOI, please visit** [**www.rmpf.org**](http://www.rmpf.org)**.**

**Introduction**

Thank you for your interest in The Ralph M. Parsons Foundation, and for your efforts to improve the lives of Los Angeles County residents. We want to help you do your very best work. Before you submit a Letter of Inquiry (LOI), we encourage you to take a look at the Foundation’s website at [www.rmpf.org.](http://www.rmpf.org/) Please review our funding priorities, searchable grants database, and FAQs to determine whether your request is a good fit for the Foundation.

**Helpful Tips**

* Please limit your use of bullets and other formatting, as these features typically do not present correctly once the application is submitted.
* Save your work often while working so that information is not lost.
* Prepare answers ahead of time in a Word document and copy and paste as needed.
* You may view a "printer friendly" version of your application at any time by selecting that option in the upper-right corner of the screen.
* You may email a draft of the application by clicking on the option in the upper-right corner of the screen.
* Add [mail@grantapplication.com](mailto:mail@grantapplication.com) to your safe senders list to ensure you receive all system communications.
* Please double-check the email address you enter for your Request Primary Contact. We may use this email address for future correspondence.

**Organization Information**

**General Information**

* Organization Name
* Legal Name

*Or fiscal sponsor, if applicable*

* Tax ID

*If you do not have a tax ID or do not know it, please leave this field blank*

* Mailing Street Address
* City
* State
* Zip Code
* Website Address
* Annual Operating Expenses

*Please enter your organization's total operating expenses from the most recently completed fiscal*

*year’s audit or 990.*

**Contact Information**

**Organization Primary Contact**

(President/CEO/Executive Director)

* Prefix
* First Name
* Last Name
* Suffix
* Title
* Office Phone (numbers only, no hyphens)
* Extension
* Email

**Request Primary Contact**

(If same as above, please check the box below and do not enter information a second time)

Same as Organization Primary Contact?

* Prefix
* First Name
* Last Name
* Suffix
* Title
* Email\*

\*Please double-check this entry. We may use this email address for future correspondence.

**Organizational Overview**

* Mission Statement
* Your organization’s history (including year founded), programs, outcomes, and accomplishments

*We prefer a concise narrative of one type-written page (approximately 500 words), but additional*

*space has been provided for you to utilize as needed.*

**Proposed Grant Activity**

**Request Information**

* Amount requested
* Intended purpose/project title

*A short phrase, such as "for general support of arts education for children" or "to construct a new*

*science building"*

* Scope of work (activities pertinent to this request). For national organizations, please include your budget for Los Angeles operations. For capital requests, please include your total project budget, status of funds raised to date, and project timeline.

*We prefer a concise narrative of one to two type-written pages (approximately 500 to 1,000*

*words), but additional space has been provided for you to utilize as needed.*

**Attachments**

**Required Attachments**

After choosing your file, immediately click "Upload" to attach the file to your application. Collectively, your attachments are limited to 25MB. Please contact us if your files are too large for this application.

* Board of Directors

*Names of Board of Directors and their business affiliations*

* IRS Form 990

*IRS Form 990 for most recent fiscal year, with all schedules/attachments, including Schedule B*

* Audited Financial Statements

*Financial statements for the most recent fiscal year. Organizations with less than $1 million*

*in expenses may submit an accountant's review or compilation, or an in-house financial*

*statement. Organizations with expenses of $1 million or more should submit an audit.*

**Required Attachment *for Capital/Project Requests Only***

Itemized Project Budget *(for capital/project requests only)*

*Please include confirmed and prospective sources of income. For general operating support requests, you do not need to add an attachment.*

**Optional Attachment**

Other

*Please use this for any additional item or message that you have not been able to include elsewhere.*

**Feedback and Next Steps**

**We Welcome Your Feedback**

*(Optional)*

* Overall, please rate your experience with our online LOI process.
* Is there any other feedback that you would like to share?

Please review your entire application before submitting. After you submit, we will carefully read your LOI and you can expect a written response in approximately six to eight weeks. If you do not hear from us by that time, please email Melanie Yamamoto, Grants Associate, at [yamamoto@rmpf.org](mailto:yamamoto@rmpf.org). The most competitive LOIs will be invited to submit a full proposal. If your LOI is declined, your organization will be eligible to re-apply 12 months from the declination date.