THE RALPH M. PARSONS FOUNDATION
LETTER OF INQUIRY QUESTIONS

Please note that this is a preview of the questions which are asked in our online Letter of Inquiry (LOI). We have provided this editable version for you to use as you prepare your answers. To submit an LOI, please visit www.rmpf.org to complete the online version.

We are excited to announce that we are upgrading our application portal in Summer 2025, which we hope will further streamline our process for you. Currently our portal remains open to applications at this time. As we work towards this launch, please be aware that your application and grant history will start over in the new portal. If you wish to save previous applications and reports, please download them by August 1, 2025. If you have any questions or concerns regarding this upcoming upgrade, you are welcome to reach out to us at grantsadmin@rmpf.org. We will share more information as we get closer to upgrading.

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. Please review our funding priorities, searchable grants database, and FAQs to determine whether your request is a good fit for the Foundation.

Helpful Tips

1. Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications. Please note that the Foundation does not receive messages sent to mail@grantapplication.com, but can be reached at grantsadmin@rmpf.org.

2. Download a Word document version of this LOI application from our "How to Apply" page and use this to prepare your answers.

3. When you are ready to transfer your answers to the application portal, save your work often so that information is not lost as you copy and paste; your web browser may automatically log you out without warning after a certain amount of inactivity.

4. Please limit use of bullets and other formatting, as these features typically do not present correctly once the application is submitted.

5. Approximate word counts are provided for each application question; however, additional space is provided for your use as needed.

6. Avoid using the back button in your browser to navigate through the application.

7. There are options to view a "printer friendly" version of your application or email a draft of the application in the upper-right corner of the screen.

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
  Please note that we are unable to mail checks to P.O. Boxes or home addresses due to accounting restraints.
- Website
- Annual Operating Expenses
  Please enter your organization's total operating expenses from the most recently completed fiscal year audit or IRS Form 990.

Organizational Overview
- Mission Statement
- Your organization's history (including year founded), programs, outcomes/impact, and accomplishments
  We prefer a concise narrative of one page (approximately 500 words), but additional space has been provided for you to utilize as needed. If you are a Statewide or National organization, please describe what percentage of your work is based in or impacts Los Angeles County.

Contact Information

Organization Primary Contact (President/CEO/Executive Director)
- Prefix
- First Name
- Last Name
- Suffix
- Title
- Office Phone
- Extension
- Mobile Phone *if used for work calls*
- Email

Request Primary Contact
(If same as above, please check box and do not enter information a second time)
Please note that we will email this person with updates regarding your funding request.

- Prefix
- First Name
- Last Name
- Suffix
- Title
- Office Phone
- Extension
- Mobile Phone *if used for work calls*
- Email

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 capital requests, please include your total project budget (including revenue and expenses), status of funds raised to date, and project timeline. We prefer a concise narrative of one to two pages (approximately 500 to 1,000 words), but additional space has been provided for you to utilize as needed.

Attachments

Required Attachments
Upload Instructions:
1.   *Click Browse*
2.   *Select the file from your computer*
3.   *Click Upload after each document*

Accepted file types include: Word, Excel, PDF, PowerPoint, and most standard image files; please make sure that your documents are not password protected.
Collectively, your attachments are limited to 25MB. Please contact us at grantsadmin@rmpf.org if your files are too large.

1. Board of Directors
Names of Board of Directors and their business/professional affiliations. If your organization is headquartered outside of Los Angeles County, please mark local Board members with an asterisk.

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

3. Audited Financial Statement
Audited financial statement 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)

Required Attachment *for Capital Requests or Statewide/National Organizations Only*
4. Itemized Project Budget (for capital requests) or Los Angeles County budget (for Statewide or National organizations)
Please include expenses and confirmed and prospective sources of income. For non-capital requests or organizations that only work locally in Los Angeles County, you do not need to add an attachment here.

Optional Attachment
5. Other
Please use this for any additional item or message that you have not been able to include elsewhere. If you wish to include a weblink, please put the URL into a Word document and attach here.

Feedback & Next Steps

We Welcome Your Feedback *(Optional)*
Is there any feedback that you would like to share, such as issues you encountered in completing your application or additional information that would have been helpful for you? We appreciate your input and any comments you share will not affect the review of your application.

Next Steps
Please review your entire application before submitting. After you submit, we will carefully read your LOI and you can expect an email response in approximately six weeks. 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 one year from the declination date.