

Intro & Tips

Introduction

Thank you for your interest in submitting a Letter of Inquiry (LOI) to The Ralph M. Parsons Foundation. We look forward to learning more about your organization and how your work aligns with our mission and funding priorities.

Our mission is to improve the quality of life for all people in Los Angeles County through impactful grants and strategic initiatives that advance community well-being. We envision a vibrant and inclusive Los Angeles where all people and communities thrive.

We invest in nonprofits that promote community well-being for all Angelenos, placing a special emphasis on direct services for children, families, transition age youth, and people facing the greatest barriers to opportunity.

Before you submit an LOI, we encourage you to review our [funding priorities](#), [searchable grants database](#), and [FAQs](#) to determine whether our grantmaking is a good fit for your request.

Helpful Tips

1. Add mail@grantapplication.com and noreply@yourcause.com to your safe senders list to ensure you receive all system communications. The Foundation can be reached at grantsadmin@rmpf.org; we do not receive messages sent to mail@grantapplication.com or noreply@yourcause.com.
2. Click "Manage Applicants" in the upper-right corner of the application to (1) invite additional applicants to work on your application and (2) set their permissions. Only one applicant may access the application at a time; please coordinate accordingly.
3. Download a Word document version of this application from our ["How to Apply" page](#) and use this to prepare your answers. When you are ready, transfer your answers to the application portal. We recommend against drafting your answers directly in the portal to avoid losing work due to potential internet interruptions.
4. Avoid using the back button in your browser to navigate through the application. Instead, use the "previous" and "next" buttons, and only click "SUBMIT" once you have reviewed and are ready to send in your application.
5. You can download a PDF version of your application responses to date by clicking "Download" in the upper-right corner of the application.

Contact Information

Organization Name *

Legal Name of Organization *

or fiscal sponsor, if applicable

Tax ID *

Mailing Street Address *

Type your address in the field to search for and select it. If your address does not appear, select "Can't find your address?" to add it manually.

Website

Organization Primary Contact (President/CEO/Executive Director) *

To add a contact, select "+ Add new" in the upper right, and complete the fields.

Prefix	First name	Last name	Suffix	Email address	Office telephone	Office extension	Mobile telephone	Title

Request Primary Contact is Same as Organization Primary Contact

Please check this box if your request primary contact is the same as your organization primary contact.

Request Primary Contact *

If same as above, please check box and do not enter information a second time.

To add a contact, select "+ Add new" in the upper right, and complete the fields.

Prefix	First name	Last name	Suffix	Email address	Office telephone	Office extension	Mobile telephone	Title

Organizational Overview

Please tell us more about your organization's work. We encourage concise responses, and suggested word counts are provided as a guide.

Mission Statement *

Your organization's history, including year founded *

Suggested word count: 250.

Summary of current programs and services, including number of people served in the past year *

Suggested word count: approximately 500. Bulleted descriptions are acceptable.

Annual Operating Expenses *

Enter your organization's total operating expenses from the most recently completed fiscal year audit or IRS Form 990.

If your organization has a fiscal sponsor, please enter the operating expenses for your organization, rather than your fiscal sponsor.

Does your organization have a fiscal sponsor? *

If your organization has a fiscal sponsor, please select "True" from the dropdown menu. Otherwise, select "False."

For Fiscally Sponsored Organizations

Fiscally Sponsored Organization Year-End Financial Statements *

Please attach year-end financial statements (statement of activities and statement of financial position) for your organization/project (not your fiscal sponsor).

Proposed Grant Scope

Please share the scope of the proposed grant. We encourage concise responses, and suggested word counts are provided as a guide.

Request Information

Request Amount *

Type of support requested *

Please select from the following options:

- *General operating support is unrestricted funding.*
- *Program support can fund specific projects or programs.*
- *Capital support can fund construction, renovation, or equipment.*

Intended purpose/project title *

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

Please share your outcomes and impact data from the past year, focusing on Los Angeles County. *

Suggested word count: approximately 250. Bulleted descriptions are acceptable.

For Capital or Program Support Requests Only

Description of capital project or program for which funds are sought *

Suggested word count: approximately 500.

Itemized Project Budget *

Please include revenues (confirmed and prospective sources itemized) and expenses.

For Capital Requests Only

Current status of the project, including construction progress (if applicable) and total funding raised to date *

Suggested word count: approximately 50 to 100.

Timeline for capital project *

If you prefer to attach your timeline, please type "See attachment" and use the field below.

Attachments

Please make sure that your documents are not password protected. If you encounter issues uploading and/or your files are too large, please email grantsadmin@rmpf.org.

1. Board of Directors *

Names and business/professional affiliations only; no personal addresses or full biographies please.

If your organization is based outside of Los Angeles County, please mark Los Angeles County-based Board members with an asterisk.

2. IRS Form 990 for the Most Recent Fiscal Year *

Please include Schedule B and all other schedules/attachments.

3. Audited Financial Statement for the Most Recent Fiscal Year *

The Parsons Foundation requires audits for organizations with over \$1 million in expenses. Organizations with less than \$1 million in expenses should submit unaudited year-end financial statements, or an accountant's review or compilation.

If your financial statements are in multiple documents, please combine into a single PDF before uploading.

4. Funders *

List of institutional funders (e.g., foundations and corporations), including amounts contributed, for the current and most recent fiscal years

For capital and program requests, please also specify funders and amounts raised for the capital project or program.

Other

At your discretion, you may use this space to share up to two additional attachments.

Additional Attachment (if applicable)

Los Angeles County Budget (for Statewide or National organizations)

Please include revenues and expenses.

Next Steps

We Welcome Your Feedback (Optional)

We welcome any feedback you would like to share, including what you found helpful and what could be improved.

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. If you wish to save a copy for your records, you can download a PDF of your completed LOI on the application page. Once submitted, your LOI will be carefully reviewed, and you can expect an email response within six to eight weeks.

Organizations whose LOIs best align with the Foundation's current priorities 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 date of declination. At that time, we encourage you to thoughtfully review our eligibility requirements and funding priorities to determine whether re-applying is the right next step.