Submitting a Letter of Inquiry

The first step in the Silver Family Foundation application process is to submit a short Letter of Inquiry (LOI). Letters are reviewed on a continuous basis, and may be submitted at any time during the year. All LOI are reviewed to determine if they fall within the Silver Family Foundation guidelines. Once a LOI is reviewed, organizations will either be declined or asked to submit a full proposal. The Silver Family Foundation does not accept unsolicited grant proposals and all organizations must first complete the LOI process.

Letter of Inquiry (LOI) Guidelines

The Silver Family Foundation requests that an organization send a Letter of Inquiry that is no longer than three pages. The LOI should include the following information:

* A brief background on your organization, including a mission statement, history of your organization, the size of staff and composition of the board, the constituency and geographic region served, and the type of services provided.
* A brief description of the activities for which you are requesting support, including the need/issues that will be addressed, an outline of objectives and anticipated outcomes and history of performance.
* The total amount of funding needed, the amount you intend to request from the Foundation, and information about other sources of support, both requested and secured.
* Contact information including an email address.

Completed LOI’s may be emailed to sara@silverfoundation.org