



### 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](mailto:sara@silverfoundation.org)

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