

# Alva Foundation Letter Of Inquiry Guidance Document

Please make sure your LOI includes the below information;

## Introduction

Include the name of your organization, CRA charitable number, the amount of money requested, and a description of the project or program. Also, focus on how the proposal relates to the Alva Foundation's guidelines and funding interests.

- What is the nature of the service program or research project in question?
- How does your project or service relate to the foundation's interests?
- What funding are you requesting from the Alva Foundation? Over what period of time?

## Organizational Description

Give a brief history/ background of your institution or organization and provide an overview of your programs. Make sure to connect directly what you currently do and what you want to accomplish with the requested funding.

- How does this project align with your organization's mandate?
- Why is your organization the most suitable to undertake this project or service?

## Statement of Need

Explain the need or question that can be met or addressed by your project. Describe the target population and geographic area. Provide a few significant statistical facts, resources and/or examples.

- What is the issue(s) you are hoping to address?
- Why have you chosen to respond to this set of issues in the way that you have?
- Why does this project matter? What difference will it make and to whom?

## Outcomes and Objectives

How will you solve the need? Describe the project succinctly and include the major activities and project objectives.

- What is the full cost and timeline of the project or service? (*a full budget is not required unless invited to submit full proposal*)
- Is your request representative of the entire funding needed or is this request a portion of a larger project cost?
- Who are the key personnel involved?
- What are your project's main objectives?
- How will you evaluate your results? (*brief overview, full methodology not required*)

## Other Funding Sources

Have you or will you be approaching other agencies or non-profits for support of this project? If yes, please elaborate on this in a brief paragraph. Include information on any funding you have previously obtained and explain how you expect to support the project after the start-up period.

- Do you have any current or committed funders? If so, how much of the project in question is already funded?
- Who else have you or will you approach for funding?

## Summary

Summarize request and provide complete contact information, Canada Revenue Agency charitable registration number and any other electronic documentation, letters of support, etc. that you feel would help support your submission.

*Full proposals will only be accepted via personalized invite from Alva Foundation after review of initial letter of inquiry*