



Letter of Inquiry (LOI) Instructions

Guidelines:

The Steele Foundation is committed to helping children develop into confident, happy and healthy human beings. Our philanthropic resources are invested in organizations in Arizona who share our passion for the following:

Education: creating educational opportunities for those with the passion to succeed

- High impact early childhood education
- Innovative schools and programs with track records of raising student achievement
- Programs that focus on the theme of first-generation college graduation

Arts & Culture: adding vibrancy to children's lives and their local communities through the arts & community building

- Expanding unique learning opportunities and overall enjoyment outside of the school setting
- Educational programs focused on interaction between children and artists
- Community garden and urban revitalization projects that enhance neighborhoods, create a sense of community pride and provide a safe place for children to play outdoors

Safeguarding children: addressing the safety, nutrition and well-being of children to encourage optimal childhood development at home, school and at play

- Child abuse prevention programs targeting at-risk families
- Programs for vulnerable children who are in need of tools for a success in school and life
- Nutritious meals delivered in a safe and nurturing environment
- Enhancing the safety, quality and curriculum in birth to five child care environments

If your organization serves children and families in Arizona, meets at least one of the above focus areas, and you are not a current grantee and/or have not yet submitted an LOI this calendar year, then we welcome you to proceed.

Instructions:

1. Carefully review our funding guidelines.
2. Please answer each question and limit your entire LOI to **two pages maximum**.
3. Once complete, please save your LOI as a PDF and email it to Lindsey Roberts, program director, at lroberts@steeleaz.org. You will receive a confirmation email within 72 hours that your LOI has been received.
4. **Please do not contact The Steele Foundation after your LOI has been submitted.** We review LOIs on an ongoing basis and will be in touch with the identified contact person should we have any questions, require additional information and/or wish to proceed with a meeting or grant application.

LOI Details:

1. Organization name
2. Federal tax ID number and tax exemption date
3. Mission statement
4. Annual operating budget
5. Mailing address and website
6. CEO name and tenure
7. LOI contact name, title, email address and phone number
8. Project/program title
9. Note specifically within which focus area(s) your project/program fits.

10. A brief description of the project for which you're seeking funding, including a brief description of how the grant funds would be used and the issue you are trying to address
11. The number of individuals the project is expected to serve, if applicable, and the geographic area
12. Anticipated outcomes
13. Top five program/project contributors, including gift amount