



Organization Grant Request

Letter of Inquiry

Cover Sheet

Letters of inquiry should include a cover sheet containing the following information:

- Name of your organization
- Name of chief executive officer or person holding similar position
- Organization's address
- Organization's phone number, fax number, and e-mail address, if any
- Name and title of the principal contact person, if different from the above
- Address phone number, and fax number of principal contact
- E-mail address of principal contact
- Organization Mission Statement
- Web address

Format

Letters of inquiry generally include the following:

- Name or topic of the proposed project
- Grant request for equipment/training/funding in support of this project
- A brief statement (two or three sentences) of the purpose and nature of the proposed work
- How the issue relates to your organization, and why your organization is qualified to undertake the project
- How the IM ABLE Grant will help ensure the project's success
- Geographic area where the work will take place
- Time period for which funding is requested
- Information about those who will be helped by and interested in the work and how you will communicate with them
- Amount of funding requested from IM ABLE and total cost (estimates are acceptable)

The Foundation's Response

We will send you an acknowledgment that your letter of inquiry was received, and we will direct it to the appropriate staff members for review. If, as a result of that review, the Foundation concludes that there is no prospect of IM ABLE funding, we will notify you promptly. Inquiries eligible for grant support will be acknowledged upon receipt at the Foundation; and the formal review process for eligible inquiries will begin.



Individual Grant Request

Letter of Inquiry

Cover Sheet

Letters of inquiry should include a cover sheet containing the following information:

- Name of Individual Candidate
- Name and title of the principal contact person, if different from the above
- Candidate and Principal Contact address, phone number and email address

Format

Letters of inquiry generally include the following:

- Candidate Bio and Description of Physical Challenges
- Specific grant request for equipment/training/funding
- A brief statement (two or three sentences) of the purpose for your request
- How an IM ABLE grant award will help serve your above stated purpose
- Describe how awarding you an IM ABLE grant meets the stated mission of our Foundation
- Demonstrate financial hardship that qualifies you for Foundation support

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