2021 Letter of Inquiry Questions

1. To apply for an Impact Grants Chicago grant, an organization must meet ALL 2021 Eligibility Requirements. I have read the 2021 Eligibility Requirements, Grant Guidelines and Grant FAQs on the Impact Grants Chicago website and understand what Impact Grants Chicago will fund and will not fund. By checking the items below, I confirm our organization's eligibility to apply.

    - Be classified as a “Public Charity” with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code for a minimum of 36 months prior to applying for the grant.
    - Be headquartered and operate in the city of Chicago.
    - Provide the majority of services in the city of Chicago.
    - Report total revenue for the last full fiscal year, between $650,000 and $8 million.
    - Independently file an IRS Form 990 (unless exempt by federal law) and be independently audited.
    - Be separately audited, if the entity applying for the grant is a subsidiary or consolidated affiliate.
    - Use the full amount of the grant within 24 months.

2. Organization Name

3. Mission Statement

4. Website

5. Federal EIN

6. Month and Year Founded *Organization must have been in operation and have held its 501(c)(3) status for a minimum of 36 months prior to the Letter of Inquiry due date. NOTE: You will be asked to provide a copy of your IRS charitable status determination letter in Question 22 below.*

7. Street Address, City, State *Organization must be headquartered in the City of Chicago.*

8. Zip Code

9. Organization Phone Number

10. Primary Contact Name and Title *This will be the person contacted if there are any questions about your Letter of Inquiry and will be asked to complete the Full Grant Application in early 2022 should your organization be selected for the next round.*

11. Primary Contact Email Address

12. Primary Contact Phone Number

13. Total Revenues for the Last Full Fiscal Year (Part I, Line 12 of IRS Form 990; or audit for organizations that are exempt from filing a Form 990). *Organizations must have reported total revenues for the last full fiscal year between $650,000 and $8 million as stated on the most recently filed IRS Form 990. If you are exempt from filing a Form 990, total revenues reported in the most recent audit must be between $650,000 and $8 million. NOTE: You will be asked in Questions 23-24 below to attach the most recently filed IRS Form 990 and most recent audit.*

14. Please describe your organization and the work you do.

15. What specific challenges are you trying to address and what services/programs do you provide to address them?

16. Impact Grants Chicago will not be asking how your organization plans to spend the $100,000 grant in this Letter of Inquiry. Should your organization be invited to submit a Full Grant Application, you will be asked for a project/program description and budget at that time. Your proposed project or program must meet the Eligibility Requirements and Grant Guidelines described on our website. Please note carefully WHAT WE DO and DO NOT FUND. Please acknowledge by checking the box below.

17. Please describe the communities in which you operate and the approximate number of people you serve per year. *Please include information about how prospective clients learn about your services.*

18. Approximately what percentage of your organization's services are provided within the City of Chicago? *Please estimate to the best of your ability based either upon the number of people served or dollars budgeted. Please recall that to be eligible for our grant, the majority (>50%) of the organization's services must be provided within the City of Chicago.*

19. How does COVID-19 continue to impact your organization, its programs/services and the people you serve?

20. Please describe your organization's current top three spending priorities.

21. Please list your organization's top five funding sources (public and/or private) and the amounts provided for the previous fiscal year.

22. Please attach a copy of your IRS charitable status determination letter. *501(c)(3) Tax-exempt status must be in good standing. Please note: An Illinois sales tax exemption letter WILL NOT BE ACCEPTED as proof of your 501(c)(3) status.*

23. Please attach a copy of your most recently filed IRS Form 990. *If you are exempt from filing a 990 (for example religious organizations), please upload an explanation of the nature of your exemption.*

24. Please attach a copy of your most recent audit.

25. Please attach a copy of your most recent internally prepared statement of activities. *Note: A statement of activities is a financial report showing revenues and expenses for a specified reporting period.*

26. Please attach a copy of your most recent internally prepared balance sheet.

27. Is there any pending litigation involving your organization? Have there been any recent legal judgments against your organization? If yes, please explain.

28. How did you learn of Impact Grants Chicago's grant opportunity?

- Impact Grants Chicago email
- Impact Grants Chicago website
- Foundation Center website
- Forefront
- Other grant making organization (e.g. United Way, Chicago Foundation for Women, etc.)
- Other

29. Executive Director's Approval: I certify that I reviewed this application along with the Impact Grants Chicago Eligibility Requirements and Grant Guidelines prior to submission, and the information provided in the application is accurate and verifiable. *Please provide name and title to indicate approval.*