



2023 Letter of Inquiry

1. To apply for an Impact Grants Chicago grant, an organization must meet ALL 2023 Eligibility Requirements. I have read the 2023 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). The year in the top right corner of the 990 must be 2021 or 2022.
- Be independently and separately audited. If your nonprofit is a subsidiary or a consolidated affiliate of another entity, the audit must reflect the financials (income statement and balance sheet) of the organization applying for the grant.
- Use the full amount of the grant within 24 months

2. Impact Grants are unrestricted. However, there are certain activities that we do not fund. Please note carefully WHAT WE DO and DO NOT FUND, in the Grants section of our website and acknowledge by checking the box below.

- I acknowledge

3. Organization Name

4. Mission Statement

5. Website

6. Federal EIN

7. 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. Please enter the month and year of your IRS tax exempt determination. 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.

8. Organization Street Address, City, State

9. Zip Code



10. Organization Phone Number

11. Primary Contact Name and Title

The person listed will be contacted with any questions or follow-ups during the 2023-2024 grant cycle.

12. Primary Contact Email Address

13. Primary Contact Phone Number

14. Please describe your organization and the work you do. In your response, please detail the communities and number of people you serve, the specific challenges or needs you are addressing and how you measure the effectiveness of your services.

Limit your response to 5,000 characters

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

Limit your response to 750 characters

16. Tell us a success story about a client/participant who has benefited from your services.

Limit your response to 750 characters

17. To be eligible, 51% or more of your services must be delivered within the City of Chicago. Tell us the percentage of your services that are delivered in the city of Chicago and how you calculate that percentage.

If you completely within the City of Chicago, enter N/A. Otherwise, limit your response to 750 characters

18. Impact Grants Chicago asks organizations to indicate a primary Focus Area. Please select the Focus Area that best describes your services. Your choice of Focus Area does not influence the review of your LOI. *If your organization addresses more than one of these focus areas, please select one primary focus area that best describes your work.*

- Culture - develop, cultivate or enhance the cultural and artistic climate; or explore and educate others about the arts, cultural heritage and diversity in Chicago
- Education - advance or improve learning opportunities for children and/or adults, including job training, in Chicago
- Family - strengthen and enhance the lives of children and families in Chicago
- Health - improve the physical and/or mental well-being of people living in Chicago
- Sustainability - promote a positive and sustainable relationship between humans and their environment or help neighborhoods thrive by promoting healthy food systems through community gardening, urban agriculture or other activities in Chicago



19. Please attach a complete copy of your most recently filed IRS Form 990. The year in the top right corner must be 2021 or 2022.

If the applying organization is exempt from filing a 990, e.g. religious organizations, or you are a local chapter, member, affiliate, or otherwise financially connected to a larger organization, please upload an explanation of the nature of your exemption.

20. Enter the Total Revenues reported on Part I, Line 12 of IRS Form 990 that you attached in the previous question. For organizations that are exempt from filing a Form 990, enter the Total Revenues on the last fiscal audit.

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.

21. Please attach a complete copy of your most recent audit, no older than the 2022 fiscal year.

All applicants must be independently and separately audited. If your nonprofit is a subsidiary or a consolidated affiliate of another entity, the audit must reflect the financials of the specific organization applying for the grant. In addition, the name of the audit entity must match the name of the entity on the IRS Form 990 (unless exempt from filing a Form 990).

22. Is there any pending litigation involving your organization? Have there been any legal judgments or settlements against your organization within the last 3 years?

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

- Impact Grants Chicago email
- Impact Grants Chicago website
- Impact Grants Chicago member
- Forefront
- I am a previous applicant
- I am a previous grant recipient
- Other grant making organization (e.g. United Way, Chicago Foundation for Women, etc)
- Other



24. Executive Director's Approval: I certify that I reviewed this application along with the 2023 Eligibility Requirements, Grant Guidelines and Grant FAQs on the Impact Grants Chicago website prior to submission, and the information provided in the application is accurate and verifiable.