



## 2025 Letter of Inquiry

1. To apply for an Impact Grants Chicago grant, an organization must meet ALL Eligibility Requirements. **No exceptions will be made to these requirements.** I have read the 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 based and operate in the City of Chicago.
- Provide the majority of services in the City of Chicago.
- Report total revenues for the last full fiscal year between \$1 million and \$8 million in the most recent IRS Form 990. If exempt from filing 990, must meet this revenue requirement in the most recent audited financial statements.
- Independently file an IRS Form 990 (unless exempt by federal law).
- Be independently and separately audited. If your nonprofit is part of a consolidated organization, the consolidated audited financial statements must include consolidating statements (statement of activities and balance sheet) for the applicant, or must reflect the financial results presented in the IRS Form 990.
- 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 Impact Grants Chicago Does 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. 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. 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*



9. Organization Street Address, City, State
10. Zip Code
11. Organization Phone Number
12. Primary Contact Name and Title  
*The person listed will be contacted with any questions or follow-ups during the grant cycle.*
13. Primary Contact Email Address
14. Primary Contact Phone Number
15. Briefly summarize your organization and its work in 3 sentences or less.
16. Detail the communities and number of people you serve, the types of services you provide and the specific challenges or needs you are addressing.  
*Limit your response to 3000 characters*
17. Describe your organization's outcomes and how you measure them.  
*Limit your response to 2000 characters*
18. Describe your organization's current top three strategic priorities.  
*Limit your response to 750 characters*
19. Tell us a success story about a client/participant who has benefited from your services.  
*Limit your response to 750 characters*
20. 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 (percentage of people served or percentage of annual expenditures).  
*If you operate completely within the City of Chicago, enter 100%. Limit your response to 750 characters*
21. Enter the month, day and year of your most recent Fiscal Year End.
22. Attach a complete copy of your most recently filed IRS Form 990. The year in the top right corner must be 2023 or 2024.  
*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.*



23. 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 \$1 million 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 \$1 million and \$8 million.*
24. Attach a complete copy of your most recent audit, dated no later than the 2024 fiscal year end.  
*All applicants must be independently and separately audited.*
25. Is there any pending litigation involving your organization? Have there been any legal judgments or settlements against your organization within the last 3 years? *If yes, please describe including the nature of the claim/judgment/settlement, the parties to the claim/judgment/settlement and the status of the claim/judgment/settlement and any ongoing obligations*
26. Executive Director's Approval: I certify that I reviewed this application along with the 2025 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.