



2026 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.** In addition, please ensure complete and correct copies of **all** requested documents are submitted with your application.

New for 2026 LOI: Incomplete applications (e.g. those with missing information and/or incorrect documents) and **late applications, including information or documents sent after the deadline**, will be considered **ineligible**.

I have read the Eligibility Requirements, Grant Guidelines and Grant FAQs on the Impact Grants Chicago website. 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 Service Code for a minimum of 36 months prior to the deadline for submitting the grant application.
- Operate in, and provide the majority of services in, the City of Chicago.
- Submit a complete and accurate application by identified due date. This includes: responses to all questions, specific organizational documents, and current and complete copies of the organization’s IRS Form 990 and Audit per instructions in the Letter of Inquiry (LOI).
- Independently file an IRS Form 990 (unless exempt by federal law).
- Report total revenue between \$1 million and \$8 million in the IRS Form 990 submitted with the Letter of Inquiry. If your organization is exempt from filing the IRS Form 990, the organization must meet this revenue requirement using the Audit document submitted with the LOI.
- 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) that reflect separate operating results for the applicant, or the consolidated audit must reflect the financial results presented in the IRS Form 990.



- Use the full amount of the grant within 24 months of receiving the award.
2. Impact Grants are unrestricted; however, there are certain projects and activities that we do not fund. Please read through the “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 Employer Identification Number (FEIN)
 7. Month and Year Founded
 8. Attach a copy of your IRS charitable status determination letter.
Only organizations with a 501(c)(3) Tax-exempt status, in good standing, and in effect no later than October 23, 2023 are eligible to apply for an Impact Grant.
Please note: An Illinois sales tax exemption letter WILL NOT BE ACCEPTED as proof of your 501(c)(3) status.
 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 up 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 that percentage is calculated using one of the following options: (1) City of Chicago individuals or families served v. total individuals or families served, or (2) percentage of total annual expenditures allocated to services performed in the City.

If you operate completely within the City of Chicago, enter 100%. Limit your response for how you calculate the percentage of services provided in Chicago to 750 characters

21. Enter the month, day and year of your most recent Fiscal Year End.

22. *Questions 23 and 25 require submission of financial documents. Please pay attention to the notes regarding the dates of acceptable documents and the naming convention used by the IRS Form 990 (compared to your audit report). Please make sure the documents are complete (e.g. all pages included). Applications with incomplete or incorrect documents (including old documents) will be considered ineligible. All required financial documentation must be provided end of day on October 23, 2026. ___ I acknowledge*

23. Attach a complete copy of your most recently filed, or current DRAFT, of the organization's IRS Form 990. For this specific form, **the year in the top right corner must be 2024 or 2025.**

Note: the IRS Form 990 has a unique naming convention compared to most financial documents. The year of the document (in the top right corner) reflects the BEGINNING of the organization's fiscal year, while your audit and other financial documents will reflect the end of the fiscal year (e.g. if you have a June 30 fiscal year end, the 2025 IRS Form 990 reflects the data for July 1, 2025 - June 30, 2026. The comparable audit would be called "Fiscal Year 2026 Audit").

If the applying organization is exempt from filing a 990, please upload an explanation of the nature of your exemption.



24. Enter the Total Revenues reported on Part I, Line 12 of IRS Form 990 attached in Question 23. For organizations that are exempt from filing a Form 990, enter the Total Revenues reported on the audit submitted with Question 25. Total revenue reported must

Organizations must have reported total revenues between \$1 million and \$8 million on the attached IRS Form 990 for Question 23 (or attached audit for Question 24 if the organization is exempt from filing the IRS Form 990).

25. Attach a complete copy of your most recent audit report, either from FY 2025 or FY 2026. If a final copy is not available, a draft of the most recent audit is acceptable. *All applicants must be independently and separately audited.*

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

If yes, describe 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.

27. Executive Director's Approval:

New for the 2026 LOI - incomplete applications (e.g. those with missing information and/or incorrect documents) and **late applications, including information or documents sent after the deadline**, will be considered **ineligible**.

I certify that I have reviewed this application along with the 2026 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, complete and verifiable.