

Letter of Inquiry

This is an example of the application questions with which you will be presented. It is recommended that you compose the answers to the paragraph questions in a word processing program and then cut and paste that text into the online application.

Organization Information

***Legal Name**

(Text)(100 character maximum)

Instructions:

- Organization's Legal Name

AKA/DBA Name

(Text)(100 character maximum)

Instructions:

- If applicable, list your organization's "*Also Known As*" or the "*Doing Business As*" name

***Address**

(Text)(100 character maximum)

Instructions:

- This will be your physical address.

***City**

(Text)(50 character maximum)

Instructions:

- Type the name in full (no abbreviation).

***State**

(Single-Select List)

- Iowa
- Nebraska

Instructions: **NOTE: The online section will show all state (they have been removed from this document). Remember only Iowa & Nebraska are eligible.**

***ZIP**

(Text)(20 character maximum)

Instructions:

***County**

(Text)(255 character maximum)

Instructions:

- County of Organization

***Telephone**

(Text)(30 character maximum)

Instructions:

Website Address

(Text)(100 character maximum)

Instructions:

***CEO/Executive Director**

(Text)(255 character maximum)

Instructions:

***Organization History**

(Paragraph)(2000 character maximum)

Instructions:

- Briefly describe the history of your organization.

***Organization Mission Statement**

(Paragraph)(2000 character maximum)

Instructions:

- Provide your organization's mission statement.

***Organization Services**

(Paragraph)(2000 character maximum)

Instructions:

- Detail the services provided by your organization and the population(s) you serve.

Proposal Information

***Request Type**

(Single-Select List)

Instructions:

- Based on the type of support you are seeking, select the application type. Before selecting the

- Capital
- General Operating
- Program

type of application, ensure that you have read the [Foundation's Grant Application Policies and Procedures](#) to familiarize yourself with the requirements for each type of support.

***Project Title**
(Text)(255 character maximum)

Instructions:
• Enter the title of your grant request.

***Project Start Date**
(Date)

Instructions:
• Grant funds cannot be used for expenses incurred prior to grant notifications. IWF will not fund past-incurred debt. Refer to our grant guidelines for notification dates.

***Project End Date**
(Date)

Instructions:

***Total Project Amount**
(Currency)(20 character maximum)

Instructions:
• What is the total dollar amount of the project? This amount must be reflected in your *Uploaded Budget*. For applications through the Multi-Year Funding program, include the annual total of all of your Iowa-Based programming.

***Requested Grant Amount**
(Currency)(20 character maximum)

Instructions:
• What amount of money are you requesting from the IWF? This amount cannot exceed 50% of the proposal budget.

***Percentage of Your Total Project**
(Number)(3 character maximum)

Instructions:
• What percentage of the total project budget is the amount requested?

***Proposal Budget**
(File Upload)File Upload; 1224288 byte limit

Instructions:
• A template is available to download. Right click on [Proposal Budget](#) and "Save Target As" to your computer. Once you've completed it, upload it by clicking the **Upload File** link below. Attach your file in xls or xlsx format (or mail a copy to IWF). The proposal budget must be submitted on the attached worksheet.

***Geographic Focus Areas**

- PRIMARY FOCUS
- ----% Council Bluffs
- ----% Pottawattamie County (not CB)
- OTHER ELIGIBLE COUNTIES
- ----% Adams County, IA
- ----% Audubon County, IA
- ----% Carroll County, IA
- ----% Cass County, IA
- ----% Cass County, NE
- ----% Crawford County, IA
- ----% Douglas County, NE
- ----% Fremont County, IA

Instructions:
• Provide a breakdown by percentage (to the nearest whole percent) of the counties that this proposal is designed to support. The total should add to 100%.

See our [Website](#) for a description of these.

- ----% Harrison County, IA
- ----% Mills County, IA
- ----% Monona County, IA
- ----% Montgomery County, IA
- ----% Page County, IA
- ----% Sarpy County, NE
- ----% Shelby County, IA
- ----% Taylor County, IA
- ----% Washington County, NE
- OTHER
- ----% Other (specify in field below)

Geographic Focus Area - Other
(Paragraph)(2000 character maximum)

Instructions:
 • If you entered a percentage in "Other" for the Geographic Focus Area field, list the other counties and estimate the percentage.

Please do not copy/paste quotation marks or bullets into the following paragraph fields. Quotation marks and bullets do not display correctly. You may fax, mail or email documents that you are unable to upload

Instructions:

(No input required)

***Goal(s)**
(Paragraph)(2000 character maximum)

Instructions:
 • Overall, what do you expect to accomplish as a result of this grant?

Electronic Signature

Check the box below to certify that the person submitting this request is authorized to represent the organization applying for a grant and that the organization is an eligible entity and not applying on behalf of an otherwise ineligible entity.

Additionally, the person certifies that if a grant is awarded to the organization, the grant funds will be used for the purpose outlined in the grant award letter and may not be expended for any other purpose without written approval from the Iowa West Foundation.

***Authorized Electronic Signature**
(Checkbox List)

- I certify that the information is accurate and agree to the conditions specified.

Instructions: