The Ralph M. Parsons Foundation
Letter of Inquiry

Please note that this is a preview of the questions which are asked in our online Letter of Inquiry (LOI).
We have provided this editable version for you to use as you prepare your answers.
To submit an LOI, please visit www.rmpf.org.

Introduction

Thank you for your interest in The Ralph M. Parsons Foundation, and for your efforts to improve the lives of Los Angeles County residents. We want to help you do your very best work. Before you submit a Letter of Inquiry (LOI), we encourage you to take a look at the Foundation's website at www.rmpf.org. Please review our funding priorities, searchable grants database, and FAQs to determine whether your request is a good fit for the Foundation.

Helpful Tips
- Please limit your use of bullets and other formatting, as these features typically do not present correctly once the application is submitted.
- Save your work often while working so that information is not lost.
- Prepare answers ahead of time in a Word document and copy and paste as needed.
- You may view a "printer friendly" version of your application at any time by selecting that option in the upper-right corner of the screen.
- You may email a draft of the application by clicking on the option in the upper-right corner of the screen.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.

Organization Information

General Information
- Organization Name
- Legal Name
   Or fiscal sponsor, if applicable
- Tax ID
   If you do not have a tax ID or do not know it, please leave this field blank
- Mailing Street Address
   Please note that we are unable to mail to P.O. Boxes due to accounting restraints.
- City
- State
- Zip Code
- Website Address
- Annual Operating Expenses
   Please enter your organization's total operating expenses from the most recently completed fiscal year's audit or 990.

Contact Information

Organization Primary Contact
(President/CEO/Executive Director)

- ➢ Prefix
- ➢ First Name
- ➢ Last Name
- ➢ Suffix
- ➢ Title
- ➢ Office Phone
- ➢ Extension
- ➢ Email

Request Primary Contact
Please note that we will email this person with updates regarding your funding request.
(If same as above, please check the box below and do not enter information a second time)
☐ Same as Organization Primary Contact?

- ➢ Prefix
- ➢ First Name
- ➢ Last Name
- ➢ Suffix
- ➢ Title
- ➢ Email

Organizational Overview

- ➢ Mission Statement
- ➢ Your organization's history (including year founded), programs, outcomes, and accomplishments
    We prefer a concise narrative of one type-written page (approximately 500 words), but additional space has been provided for you to utilize as needed.

Proposed Grant Activity

Request Information
- ➢ Amount requested
- ➢ Intended purpose/project title
    A short phrase, such as "for general support of arts education for children" or "to construct a new science building"
- ➢ Scope of work (activities pertinent to this request). For capital requests, please include your total project budget, status of funds raised to date, and project timeline.
    We prefer a concise narrative of one to two type-written pages (approximately 500 to 1,000 words), but additional space has been provided for you to utilize as needed.

Attachments

Required Attachments
After choosing your file, immediately click "Upload" to attach the file to your application. Collectively, your attachments are limited to 25MB. Please contact us if your files are too large for this application.

- ➢ Board of Directors
    Names of Board of Directors and their business affiliations
- ➢ IRS Form 990

IRS Form 990 for most recent fiscal year, with all schedules/attachments, including Schedule B

➢ Audited Financial Statements
Audited financial statement for the most recent fiscal year (organizations with less than $1 million in revenue or expenses may submit an accountant's review or compilation, or an in-house financial statement)

Required Attachment *for Capital Requests Only*
Itemized Project Budget *(for capital requests only)*
Please include confirmed and prospective sources of income. For non-capital requests, you do not need to add an attachment.

Optional Attachment
Other
Please use this for any additional item or message that you have not been able to include elsewhere.

Feedback and Next Steps

We Welcome Your Feedback
(Optional)

➢ Overall, please rate your experience with our online LOI process.
➢ Is there any other feedback that you would like to share?

Please review your entire application before submitting. After you submit, we will carefully read your LOI and you can expect a written response in approximately six weeks. The most competitive LOIs will be invited to submit a full proposal. If your LOI is declined, your organization will be eligible to re-apply 12 months from the declination date.