**THE JOYCE FOUNDATION ONLINE LETTER OF INQUIRY**

#### Please note the following when copying and pasting your proposal information to the portal:

#### The portal does not autosave. Click the “SAVE” button as you work to ensure your data will not be lost.

* **Do not use your browser’s back key,** as you will lose any unsaved data.
* All information collected through the Grantee Portal will be accessible by the Joyce Foundation, including information saved in the draft status.

#### If you would like to download the application and complete your proposal in Microsoft Word before submitting it online, download form [here](http://www.joycefdn.org/assets/images/Grant_Standard_LOI.doc).

#### To include hyperlinks in your application, please copy and paste them from Microsoft Word.

#### Responses are required for all questions that appear in bold.

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| **Organization**  |  |

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| --- | --- |
| **Location**  |  |

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| --- | --- |
| **Primary Contact** |  |

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| **Primary Signatory** | (Select the primary contact name for this application. To add a new contact, please have them register at www.joycefdn/fluxx.io.) |

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| **Financial Contact**  |  |

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| **Communications Contact**  |  |

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| Tax ID (EIN) | (If you do not have access to your organization’s EIN, contact applications@joycefdn.org to receive assistance.)  |

Unfortunately, at this time there are restrictions to the system to access the Organization record. If you have updates for the questions below, please email applications@joycefdn.org the information specifying which question to update.

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| **Mission Statement:** (*maximum 3,000 characters*) |
| (If there is an update, go to the organization’s menu to complete a “Changes Requested” form.) |

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| **Describe the organization, including background, purpose, objectives, and experience in the areas for which funds are requested:** (*maximum 3,000 characters*) |
| (If there is an update, go to the organization’s menu to complete a “Changes Requested” form.) |

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| **Is the applicant organization providing fiscal sponsorship for this project?**[If “Yes” the question below will appear.]Please provide the following details of the entity that will execute the proposed work. | **Yes/No**  |
| * Name of the entity
* Name of project lead(s) from this entity
* Job title of project lead(s)
* Email of project lead(s)
* Phone of project lead(s)
* Information regarding project lead(s) involvement
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**Project Overview**

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| **Project Title** (*maximum 300 characters*) |
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| **Request Amount** |  |

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| **Project Budget** |  |

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| **Duration in Months**  | (months) |

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| **Start Date** | mm/dd/yy |

**PROGRAM AREA**

Please select any of the applicable program areas and focus areas specific to request for funding. Review the Joyce Foundation [guidelines](http://www.joycefdn.org/apply/what-we-fund) and choose the best possible fit.

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| **Program Area** | * Menu with Program Area options will appear
 |
|  **Focus Area** | * Focus Area options will appear based on Program Area selection
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Issues of equity are core to the Joyce Foundation’s historical mission of promoting quality of life, safe and healthy communities, and a just society. We focus [on advancing racial equity and economic mobility for the next generation](http://www.joycefdn.org/apply/what-we-fund) in the Great Lakes region. Although the following goals are not a requirement for funding, we hope to work with our grantee partners to advance the following:

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| **If applicable, please select any of the following strategic themes that align with your request.**  | **Investing in the Next Generation** – Improve outcomes for the next generation, defined as young people born after 1997.**Racial Equity** – Achieve more equitable outcomes for diverse populations. Incorporate the voice of people in the communities impacted by the issues you address.**Economic Mobility** – Improve the ability of individuals to move up the economic ladder within a lifetime or from one generation to the next.**Not Applicable**[If “Investing in the Next Generation, Racial Equity or Economic Mobility” is selected the question below will appear:] For information regarding strategic themes and our program areas please click [here](http://www.joycefdn.org/apply/what-we-fund).* Describe how the request aligns to the strategic themes of [Investing in the Next Generation, Racial Equity, and/or Economic Mobility](http://www.joycefdn.org/news/investing-in-the-future-of-the-great-lakes-region-an-update)? (maximum 1500 characters)
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**Has your organization submitted demographic information to** [GuideStar](http://www.guidestar.com)**? Yes/No/Unknown**

*This data can be used to spark conversation, reflection, and action about how best to ensure that organizations reflect, and are responsive to, everyone in our society.*

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| **Does your project target specific ethnic populations? If yes, please provide an estimate by percentage.** | Asian/Asian American \_\_\_ %Black/African American \_\_\_ %Hispanic/Latinx \_\_\_ %Native American/Alaska Native/Native Hawaiian \_\_\_ %White \_\_\_ %Multi-racial or multi-ethnic \_\_\_ %Other \_\_\_ % |

 **This question requires an answer with estimated percentages (if applicable). Estimates are acceptable. However, if you would like to use the latest US Census information, specific geography statistics can be found** [**here**](https://www.census.gov/quickfacts/fact/table/US/PST045217#qf-headnote-a)**.**

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| **Does your project target specific age groups?  If yes, please provide an estimate by percentage.** | Ages 0-04 \_\_\_ %Ages 05-13 \_\_\_ %Ages 14-17 \_\_\_ %Ages 18-24 \_\_\_ %Ages 25-64 \_\_\_ %Ages 65 + \_\_\_ %All ages \_\_\_ % |

**This question requires an answer with estimated percentages (if applicable).** **Estimates are acceptable.**

**Project Narrative**

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| **Provide an executive summary of the proposed project.** (*maximum 4,000 characters*) |
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| **Describe the project’s goals. In addition, if you are applying to renew a grant, please describe the progress on your prior grant with a summary of the outcomes and/or impact of the prior grant to date.** (*maximum 4,000 characters*) |
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| **Describe the targeted audience(s). *(****maximum 1,000 characters)* |
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| **Describe the project’s deliverables.** *(maximum 1,000 characters)* |
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Should you have any questions or feedback regarding the progress of the application, please email info@joycefdn.org or call (312)782-2464.

TO SUBMIT YOUR APPLICATION:

* Click “SAVE” when you have completed the form.
* Double-check your application and attachments, then click the “SUBMIT” button.
* After clicking “SUBMIT” you will see a pop-up “NOTE FOR SUBMIT” window. Type any notes you have final comments to share here. This is NOT required.
* Click “OK” to complete your submission. Once the application is submitted, it will be available in a read-only state under Submitted Requests.
* The Joyce Foundation Staff will review your proposal and be in touch soon.