



LETTER OF INQUIRY FOR ACHARAI FUND GRANT

Please submit only the requested information. Letters of Inquiry must be **emailed** to grants@acharaifund.org and received no later than 5:00 PM EST on **April 2, 2012**.

Name of Organization: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Website: _____

Year Founded: _____ Fiscal Year : _____

Title of Proposed Project: _____

Total Project Budget: _____

Contact Person/Title: _____

Project Start/Completion Dates: _____

Location of Project Activities: _____

Organization's current annual budget _____

Is the applicant a 501(c)3 organization under the US Internal Revenue Code or *amuta* under Israeli tax code?

Yes

No

If "No", and the applicant is applying under another organization, list name here:

Brief Description of Project:In 100 words or less, please provide a concise rationale for why the Acharai Fund should consider funding your organization.

Select **one** of the Acharai Fund Focus Areas for your application to be considered:

Assisting Victims of Terror and War

Combating Hunger

Helping Children and Youth At Risk

Reducing Conflict Among Sectors of Israeli Society

Please Complete the Narrative Attachment below. Please be sure that your response is no longer than 3 pages.

By typing my name below, I certify that I am the Executive Director of the applicant organization. I further certify that I have reviewed the information in this application, and it is accurate and complete.

Name: _____ Date: _____

Narrative Attachment

Please provide the following information. The narrative should be typed in 12 pointfont and may not exceed 3 pages.

1. **Mission Statement:** include a brief description of your organization's mission, including notable successes.
2. **Summary of your existing primary programs** in support of your mission.
3. **Description of proposed project:** provide a narrative describing the project that you are requesting the Acharai Fund to support, including background, need, use of funding, and a brief budget breakdown. Please provide clarification if this is a new program or the expansion of an existing one.
4. **Target Population:** number of individuals you expect to serve.
5. **Measurable goals:** briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.
6. **Details about collaboration** (if your project involves other organizations).
7. **Financial Information:** include top five funding sources and amounts for your organization for the last completed fiscal year. How much of your contributions are annual versus endowed gifts? Also, please include the percentage of your budget spent on overhead and administrative costs.
8. **If applicable, describe how additional funding will be secured** if your total project budget is greater than the requested Acharai Fund grant.

PLEASE READ CAREFULLY:

1. Begin your narrative on the next page. You may type directly on this form or copy and paste material from another document. You may save your work in stages.
2. When your application is finished, save and submit it with a file name in this format: [Organization Name]2012LOI.pdf
3. Letters of inquiry must be **emailed to grants@acharaifund.org** and received no later than 5:00 PM on **April 2, 2012**. Early submissions are greatly appreciated.
4. We will send you an email confirmation. **Do not assume your application has been received unless you receive our email.**

ATTACHMENTS: In addition to the above, please attach:

- A detailed project budget along with the organization's budget and most recent audited financials;
- A list of secured and potential funding for the project;
- A copy of the organization's Board of Directors; and
- Documentation of the organization's 501(c)(3) status under the US Internal Revenue Code or proof of amuta status under Israeli Tax Code.

