



# 2016 LETTER OF INQUIRY GUIDELINES



## APPLY ONLINE FOR FUNDING

As your community foundation, The Pittsburgh Foundation is your partner in meeting community needs. Over the years, nonprofits have asked the Foundation to streamline its grant application process to reduce paperwork and increase transparency. In response to these requests, we have launched an online portal that makes organizing and submitting letters of inquiry, applications and support materials easier than ever before. Through the portal, nonprofits may now check the status of inquiries, communicate directly with the Foundation, and review progress reports.

## CREATE AN ACCOUNT

Your first step is to create an account for your organization. Once your account is established, representatives from your organization may log in anytime to review the list of available grants and write letters of inquiry. You may save your inquiry as a draft and log back in later to revise and add supplemental materials before submitting. The grant portal will maintain a record of your organization's application history, which your organization may access anytime.

Before you start the set-up process, we recommend that you carefully review the instructions, video tutorial and reference materials provided on the Foundation's website: [www.pittsburghfoundation.org/obtaining\\_grant](http://www.pittsburghfoundation.org/obtaining_grant).

## WHAT YOU NEED TO APPLY

Your organization must have an account in order to submit a letter of intent. Please create your account well in advance of grant submission deadlines to avoid last-minute issues. For best results, we recommend you use Google Chrome 14 or higher, Firefox 9 or higher, or Safari 4. You will be required to provide:

- An email address as your username.
- Your contact information.
- Your organization's information, including its EIN number.

If you are unsure whether your organization already has an account, or need assistance at any point of the process please contact our Grant Support Team at [grantsupport@pghfdn.org](mailto:grantsupport@pghfdn.org).

## COMPLETING A LETTER OF INQUIRY

The letter of inquiry consists of two short sections about your grant inquiry and your organization, which must be completed in the online portal before submission. You will also be asked to provide budgetary information, a program or project overview and a timeline. Once your letter of inquiry is submitted, you will receive an email confirmation. After submission, you may check back into the portal anytime for status updates. If your organization is selected to submit a full grant application, you will be notified by email and provided with full grant application instructions. Please note that a request for a grant application does not guarantee funding.



## DEADLINES

The Pittsburgh Foundation awards grants four times a year. Please be aware of grant cycles when considering the timing of your application. It may take six to eight weeks from the date of initial inquiry to be invited to submit a full application.

Applications due by	For funding decisions by *
Jan. 4, 2016	Feb. 17, 2016
March 3, 2016	May 11, 2016
June 9, 2016	Aug. 10, 2016
Sept. 26, 2016	Nov. 16, 2016

\*Dates may be subject to change. The Foundation reserves the right to adjust the timing of grants in consideration for funding.

The Foundation only makes grants to nonprofits designated by the IRS as 501(c)(3) organizations (including churches) or to public entities such as towns, public schools or state agencies. All others must utilize a fiscal agent.

For questions about your organization’s eligibility, please contact Jill Ritchie: [ritchiej@pghfdn.org](mailto:ritchiej@pghfdn.org), or 412-394-2611.

Pictured are beneficiaries of programs funded by The Pittsburgh Foundation and The Community Foundation of Westmoreland County. Front: Balafoon West African Dance Ensemble delivers an emotionally-charged school performance. Above, left: A child at the Greensburg Garden and Civic Center rides an adaptive bike provided by Variety’s My Bike program. Above, right: A teen socializes and learns at the Braddock Youth Project at the Braddock Carnegie Library.