

Letter of Inquiry (LOI)

1. Organizational overview

Name of applicant

Country of applicant

Name of contact person

Homepage of applicant's website

e-mail address of contact person

Describe the mission of your organization (up to 100 words)

Describe at least two major activities in which your organization has recently been involved that demonstrate a direct connection to the project for which you are applying for funding

2. Project name/title and grant component

Provide the title of your project

Mark in the table below one activity for which funding is requested

Community-based cultural projects	
Cultural events	
Professional development or capacity building	

3. Needs Assessment

What have you done to research the need for your project and what were the findings? (up to 100 words)

4. Project aim and anticipated outcomes

What is the aim of your project? Please sum up the overall purpose of your project in one sentence (up to 50 words), indicating how it addresses the needs you have identified.

State at least two outcomes that you expect to achieve by the end of your project. By outcomes, we mean the changes your project will bring about.

5. Project overview and key activities (up to 200 words)

Describe your project, specifying the major activities, their location, and beneficiaries.

6. Budget estimation and other funding sources

Indicate the amount for which you plan to apply

Less than 5,000 USD	5,000-15,000 USD	More than 15,000 USD
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Indicate whether you would seek Arts and Culture Program's support:

as substantial funding for <i>more than 80% of the project's overall budget</i>	as major funding for <i>more than 50% of the project's overall budget</i>	on a matching funds basis for <i>up to 50% of the project's overall budget</i>
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