**ECMC Foundation Letter of Inquiry Form Template**

***This word template is provided for convenience only. LOI submissions must be made through the*** [*online form*](https://ecmcfoundation.fluxx.io/apply/loi)***.***

**SPECIAL INSTRUCTIONS AS A RESULT OF COVID-19:**

**Demand for funding has increased dramatically as a result of the COVID-19 pandemic and its impact on postsecondary institutions and the students they serve.  As a result, we are giving priority to those requests that address the immediate challenges and opportunities arising from the pandemic. We are especially interested in those proposals that focus on implementing systemic reforms to increase college success and career readiness for students from underserved backgrounds.**

Thank you for your interest in ECMC Foundation.  
  
Please carefully review the [How to Apply](http://ecmcfoundation.org/get-involved/how-to-apply) section of ECMC Foundation’s website prior to submitting a Letter of Inquiry (LOI).  
  
You must respond to all required information, which appears in bold, in the LOI Form below. **Please note** that your response to three questions on the form (*Organization Type,* Which Focus Area are you applying to? and Populations Served) will determine if/which other sub-questions appear. We will not accept additional attachments or supplemental materials. Please note, you will not be able to save your information before submitting, or edit after submission, so please make sure your responses are accurate and complete prior to submitting the LOI Form.   
  
We will send you an acknowledgment within the day to confirm your LOI was received, and we will direct it to the appropriate staff member(s) for review. The review process for eligible inquiries can take up to six weeks. You may be contacted if a member of our team wants to learn more about your proposed program, although this does not guarantee an invitation to submit a full proposal.  
  
If you have any questions, please email Danielle at [dcarrillo@ecmc.org](mailto:dcarrillo@ecmc.org).

**CONTACT INFORMATION**https://s3.amazonaws.com/fluxx.preprod.flmtg/config_documents/204_3092680/ECMC.png?1485577096

**First Name:**

**Last Name:**

**Title:**

**Email:**

**Phone:**

**ORGANIZATION INFORMATION**https://s3.amazonaws.com/fluxx.preprod.flmtg/config_documents/204_3092680/ECMC.png?1485577096

**Organization Name:**

**Address 1:**

**Address 2:**

**City:**

**County:**

**State/Province:**

**Postal Code (Zip)**

**Website:**

**EIN Number:**

**Organization Type:** [select one: Association, Career College, Community College, Community Foundation, Consulting Firm, Fiscal Sponsor/Intermediary, Four Year Institution, Membership, Nonprofit/Community Based Organization, Public/Governmental Agency, Other]

If Association, **what kind of association?** [select one: National, Regional, Local]

If Career College, **is this a 2-year or 4-year program?** [select one: 2-year, 4-year, Other] **Are you applying as an individual college or network/system of colleges?** [select one: Individual College, Network/system of Colleges]

If Community College, **are you applying as an individual college or network/system of colleges?** [select one: Individual College, Network/system of Colleges]

If Consulting Firm, **for profit or nonprofit?** [select one: for profit, nonprofit]

If Four Year Institution, **public or private?** [select one: public, private**] Is this a historically black college, tribal college, or other minority serving institution?** [select all that apply: Historically Black College, Tribal College, Other Minority Serving Institution, Not applicable] **Are you applying as an individual college or network/system of colleges?** [select one: Individual College, Network/system of Colleges]

If Nonprofit/Community Based Organization, **what type of nonprofit/community based organization?** [select one: Advocacy, Collaborative/Network, Direct Service Provider, Policy, Research/Evaluation]

If Public/Governmental Agency, **what type of public/government agency?** [select one: Federal, State, Local]

If Other, **what other organization type?**

**Organization Budget:**

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ECMC Foundation funds only **postsecondary projects** (not K-12) focused in College Success and Career Readiness. Letters of Inquiry should fit within one of these focus areas, so please review them carefully and select the focus area which best fits your program:

**College Success** –  This portfolio aims to increase the number of students from historically and presently underserved backgrounds who persist through and graduate from an institution of higher education with a bachelor’s degree. Understanding that many of our students begin their postsecondary pathways at community colleges, they actively engage in opportunities to invest in transfer success. College Success invests in postsecondary programs and initiatives that:

**•**Improve and scale systemic reforms and supports to increase student success at postsecondary institutions.  
**•**Increase currently enrolled students' persistence toward a degree.  
**•**Support on-time transfer from two-year to four-year institutions.  
**•**Enhance students’ pathways to graduation with career-ready skills.  
**•**Elevate new research findings and publications that promote student success outcomes.

**Career Readiness** - The Career Readiness focus area is committed to improving postsecondary career and technical education (CTE) outcomes for students from underserved backgrounds. Grants made as part of the Career Readiness focus area typically fund intermediaries supporting, institutions and organizations implementing, or third parties researching or evaluating credit-bearing postsecondary pathways for adult learners that lead to credentials and provide a pathway to careers paying family-sustaining wages. Career Readiness supports projects, programs and initiatives that aim to:

**•**Build the capacity of institutions and organizations to provide accredited, credit-bearing, industry-informed and transferable postsecondary CTE pathways.  
**•**Conduct research and evaluations to inform the field and promote postsecondary CTE programs that are part of educational pathways that lead to portable certificates or degrees.  
**•**Support adult learners’ postsecondary CTE advancement toward a certificate or associate degree with the inclusion of learner-centered approaches and academic and non-academic wraparound supports.

**Which Focus Area are you applying to?:** [select one: College Success, Career Readiness]

**Total Project Budget - Please state the budget needed to run the entire project that you are looking to fund:**

**Amount Requested from ECMC Foundation:**

**Proposed Duration of Grant in Months:**

**Organization Summary - Provide an overview of the organization’s purpose, relevant history, and data on its effectiveness. (Limit of 1250 characters; approx. 300 words):**

**Project Summary** - **Describe the issue or challenge your project seeks to address and provide a summary of the activities for which you are requesting support. (Limit of 4500 characters; approx. 1000 words):**

**Populations Served - *Will the proposed project directly serve students enrolled in a two or four-year institution?:*** [select one: No, Yes]

**If Yes, the proposed project targets students of the following racial/ethnic backgrounds:** [select all that apply: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, Latinx, White (Non-Latinx), Other, N/A – project does not target specific racial/ethnic backgrounds]

**If other racial/ethnic background, please describe:**

**If Yes, the proposed project targets the following student populations:** [select all that apply: Currently/Formerly Incarcerated, Former Foster Youth, Opportunity Youth, Disabled/Special Needs, Dually Enrolled, ESL/ELL Students, Immigrants and Refugees, Undocumented Students/DACA Recipients, First-Generation College Students, Adult Learners, LGBTQ, Low-Income or Pell Eligible, Rural, Students with Dependents (including Single Moms), Veterans, Young Men of Color, Other, None of the above

**If other student population, please describe:**

**Project Timeline - *Provide the approximate start date and duration of the proposed activities. (Limit of 1250 characters; approx. 300 words):***

**Alignment with College Success/Career Readiness Portfolio - How does your project align with the goals of the College Success or Career Readiness portfolio? (Limit of 2500 characters; approx. 600 words):**

**How many postsecondary students (College Success) or participants (Career Readiness) do you anticipate will be served by the project?:**

#### ****LEADERSHIP COMPOSITION****https://s3.amazonaws.com/fluxx.preprod.flmtg/config_documents/204_3092680/ECMC.png?1485577096

In an effort to make our grantmaking accessible and equitable, ECMC Foundation is currently examining its own processes and collecting demographic information about the composition of the Board and Executive leadership of all of our applicants. This reflects our commitment to equity and the knowledge that organizations are enhanced when people from different backgrounds and perspectives are engaged in decision-making. The information you provide will not be used in evaluating your request for funding.  
  
Please complete the following table as fully as possible with information that is known at the time of the submission. Please provide whole numbers; do not provide percentages. For applicants that have a fiscal sponsor, please answer all questions as they pertain to your organization or project, not that of your fiscal sponsor.

### **Board Members**

Please complete the following information on your board members.

•  Board members are those elected or appointed who are responsible for oversight, governance, strategic planning, and the fiscal health for your institution or organization

• Please include board members who also serve as members of the executive leadership team

• Please do not include advisory board members or those who do not have a voting role

**As of today, how many individuals serve on your organization’s board of directors?:**

Race/Ethnicity - *In this next section, please report how many board members per each race/ethnicity. Please report whole numbers; do not report percentages.*

**American Indian or Alaskan Native:**

**Asian:**

**Black or African American:**

**Latinx:**

**Native Hawaiian or Other Pacific Islander:**

**White (Non-Latinx):**

**Multiple Races:**

**Other:**

**If other, please describe:**

**Unknown/Data Not Collected:**

Gender - *In this next section, please report how many board members per each gender category. Please report whole numbers; do not report percentages.*

**Male:**

**Female:**

**Non-binary:**

**Unknown/Data Not Collected:**

### **Executive Leadership**

Please complete the following information on your executive leadership.

• Executive leadership are those who are responsible for the strategic direction of the organization, or portion of the organization, to which your program is most closely tied and those who are responsible for financial decisions related to the sustainability and funding of this program

• For institutions, this might include the President, relevant Chancellors/Deans (if not already represented on the board), Key Department Head(s), Program Lead(s)

• For Nonprofits, this might include the CEO, Head(s) of Program/Strategy, Head(s) of Finance, Head(s) of Monitoring and Evaluation, Program Lead(s)

**As of today, how many individuals serve on your organization’s executive leadership team?:**

Race/Ethnicity - *In this next section, please report how many executive leaders per each race/ethnicity. Please report whole numbers; do not report percentages.*

**American Indian or Alaskan Native:**

**Asian:**

**Black or African American:**

**Latinx:**

**Native Hawaiian or Other Pacific Islander:**

**White (Non-Latinx):**

**Multiple Races:**

**Other:**

**If other, please describe:**

**Unknown/Data Not Collected:**

Gender - *In this next section, please report how many executive leaders per each gender category. Please report whole numbers; do not report percentages.*

**Male:**

**Female:**

**Non-binary:**

**Unknown/Data Not Collected:**