



Community Investment Funding Request

For more detailed information about investment focus areas and guidelines, please see the [Daycos4Good Community Investment Philosophy](#)

Daycos4Good Funding Request process starts with a Letter of Inquiry. The Letter of Inquiry (LOI) helps us determine whether your organization and project are of interest and eligible for consideration. If so, the committee will invite you to submit a full grant application. There are no deadlines for submission and we generally respond within one month of receiving your LOI.

Letter of Inquiry Guidance

Please include the following in your Letter of Inquiry

- **A short executive summary** that includes the name of the organization, the amount of money being requested, and a description of the project involved, and how the project fits with the Daycos4Good Focus areas.
- **A brief background of your organization**, including an abbreviated mission statement; date founded; staff and board size; constituency and geographic region served; type(s) of service provided; and annual operating budget size.
- **A description of the project and how it aligns with Daycos4Good Investment Focus Areas.** Discuss what your project is about, why it is a good fit for Daycos4Good funding, area of need to justify the project, potential impact on the community, target population and geographic area, and commitment level of staff and board
- **A proposed budget**, in summary form, for the total project cost and the amount you intend to request from Daycos4Good. If possible, identify the specific budget item(s) to be funded by Daycos4Good and indicate potential or actual sources of other support.

Formatting Requirements

- Use organization letterhead
- Single-spaced content with double-spaced paragraph breaks
- Do not exceed two-pages of typed narrative

Questions and completed Letters of Inquiry can be addressed to the Daycos4Good Community Investment Committee submitted to d4g@daycos.com.