



Instructions for Letter of Inquiry

2022-2023 GRANT REQUEST TIMELINE

- September 1, 2022 Letters of Inquiry (LOI) accepted on a rolling basis
- October 1, 2022 Final deadline for organizations to submit LOI (midnight)
- November, 2022 Organizations invited to complete grant application request
- February 15, 2023 Final deadline for organizations to submit grant application request
- April, 2023 Grant recipients notified

ORGANIZATION INFORMATION

Name of Organization _____

Year Incorporated _____ Website _____

Street Address _____

City _____ State _____ Zip _____

Category for which organization is submitting this Letter of Inquiry

Children and Youth Services

Health

Housing and Shelter

Technology

Women's Services

If not for one of the categories above, are you applying for the Robert "Bob" Scruggs Community Grant for Financial Education? Yes No

Is organization located within the Charlotte Metro Credit Union Service Area? Yes No

Has your organization previously received funding from the Charlotte Metro Foundation?
Yes No

If Yes, please identify year that previous grant award was completed, amount of award, and name of program. _____

Name of Executive/Program Director _____

Email of Executive/Program Director _____

Organization's Mission Statement

Is organization qualified as tax-exempt under Section 501(c)(3) of IRS Code? Yes No

If no, list name of fiscal agent _____

Fiscal Year _____

Organization's Annual Budget (\$) _____

- Is your organization part of a national organization? Yes No; if Yes, National Annual Budget (\$) _____

PROPOSAL INFORMATION

Name or title of project /program _____

Name of Contact Person _____

Title of Contact Person _____

Email of Contact Person _____

Funding being requested for which type of project/program?

A new project / program?

Expansion or improvement of an existing project /program

Sustainment of an existing project / program

Description of project / program (1,300 character limit)

Total project / program budget (\$)_____

Amount of funding being requested from Charlotte Metro Foundation (*must be between \$2,500 and \$10,000 for the Community Grant, and \$15,000 for the Robert "Bob" Scruggs Community Grant for Financial Education*) (\$)_____

Estimated number of people who would be served annually by this project/program.

Does the project / program specifically serve the Charlotte Metro Credit Union service area? Yes No

Does project / program address an emerging need or a critical community issue?

Yes No

If Emerging need, describe the need and explain how the project / program seeks to address the need (1,300 character limit)

If Critical Issue, describe the issue and explain how the project / program seeks to address the issue (1,300 character limit)

Describe specifically how funding from the Charlotte Metro Foundation would be used (1,300 character limit)

Explain the compelling and/or important aspects of this project/ program (1,300 character limit)

Requests must:

- Benefit a charitable cause or effort
- Address an emerging community issue.
- Priority will be given to proposals that demonstrate the ability to achieve measurable results and have a high probability of successful continuation beyond the grant period.
- Create a positive recognition for Skyla Credit Union
- Occur or take place within Skyla Credit Union's current service area including Asheville, Charlotte (including Matthews, Belmont, and Huntersville), Forest City, Graham, Greensboro, Kings Mountain, Rock Hill (and Fort Mill), and Salisbury,
- Limited to one Community Grant per calendar year for up to two years.

Organizations or circumstances ineligible for Community Grants are:

- Operating support for organizations including existing staff salaries or benefits
- Organizations for re-granting purposes
- For-profit agencies / organizations
- Organizations / projects whose primary purpose is religion, legislative, political, or athletic teams
- Activities, groups, or events not within the Skyla service area

Required Attachments:

1. Board of Directors list
2. Organization's IRS 501(c)3 Determination Letter

Optional Attachments: You may attach up to two (2) additional documents in support of your Letter of Inquiry (e.g. a letter of support from a partner organization, a study documenting the best practices used in the program)

Please send LOI packets to Foundation@skylacu.com or via mail to 718 Central Avenue, Charlotte, NC 28204.