



## **ELCA WORLD HUNGER**

### **Domestic Hunger Grant Letter of Inquiry Guide**

Prior to submitting a full grant proposal for the 2025 Domestic Hunger Grant, we ask grant applicants to fill out a letter of inquiry (LOI) which briefly describes the project proposal. Once the LOI is submitted, it will be reviewed by their respective ELCA Synod for comments. ELCA World Hunger staff will go through a final review of the LOI and if accepted, will invite grant applicants to submit a full proposal through the ELCA GrantMaker system. To ensure that your experience applying for a Domestic Hunger Grant is as smooth as possible, we have prepared the simple reference below to guide you through submitting your letter of inquiry. Please read the instructions thoroughly. Thank you for your work toward a just world. We are looking forward to learning more about your ministry!

#### **Letters of Inquiry are due to ELCA World Hunger by June 16, 2024**

The letter of inquiry is a brief summary describing your grant request. Remember this is not yet a grant proposal. Basic questions to answer in your letter of inquiry include:

- What systemic issues are being addressed in the communities served?
- Who are the participants?
- How does your organization or project plan to address systemic issues in the communities served?
- What is the amount you will be requesting? Is this a single year or a multi-year request?
- Is this an existing organization or project or is it a new one?

The LOI will be reviewed based on priorities (Learn more about our priorities at [www.elca.org/domestichungergrants](http://www.elca.org/domestichungergrants)) and the grant criteria and eligibility outlined below. All LOIs are due on or before June 16<sup>th</sup>. The review process will occur in the summer in which all grant applicants will be informed (decline or accept) on or before August 23<sup>rd</sup>.

#### **GRANT AWARDS**

- Awards will be for up to a three-year cycle, with a maximum award of \$10,000 per year, contingent upon the completion of annual evaluations and fund availability. New applications are accepted annually.

#### **GRANT ELIGIBILITY AND CRITERIA**

At a minimum, ELCA World Hunger Domestic Hunger Grant applicants must be:

- a 501(c)3 nonprofit organization; or have a group ruling or fiscal sponsor with 501(c)3 status;
- able to demonstrate a strong, recognized and established relationship with a congregation, ministry, or institution of the ELCA;
- able to demonstrate a strong, recognized and established relationship with the community in which the work will take place; and
- actively engaged in the work described in the application.

Given the priority areas described above, ELCA World Hunger especially seeks to support ministries that:

- clearly address root causes of hunger in local communities;



## Evangelical Lutheran Church in America

God's work. Our hands.

- demonstrate strong commitment to diversity and inclusion in leadership and decision-making;
- create or foster opportunities for advocacy toward systemic change; and
- leverage local assets through partnerships with other local ministries and organizations and invest their own time and financial resources in the ministry.

As a ministry of the church, ELCA World Hunger will prioritize ELCA congregations in the award process.

Organizations that discriminate among guests and neighbors, require participation in faith-related activities as a prerequisite for services, or apply as “pass-through” organizations will not be considered for funding.

### APPLICATION TIMELINE

- Letter of inquiry form open: May 1–June 16, 2024
- Letter of inquiry review: June–August 2024
- Response to the letter of inquiry (decline or accept): August 23, 2024
- Invited applicants to complete grant application in ELCA GrantMaker: August–September 2024
- Review and communication between ELCA World Hunger staff and grant applicants on proposal: August–October 2024
- Award notifications shared with applicants: November 2024
- 2025 Domestic Hunger Grants start date: March 2025

### Tips for a Successful Letter of Inquiry

1. **Review the questions on page 1 regarding the Letter of Inquiry and type up your responses in a Word Document or other application.** This way you can take your time prepping materials and making edits and then copy and paste into the form and submit within a few minutes.
2. **Be concise in your language.** Letters of Inquiry are meant to be a page in length typically so be mindful when completing this form. Your responses will make up one complete summary.
3. **Gather necessary contact information in advance, you will need:**
  - Organization or Ministry Name
  - Organization or Ministry’s Physical Address
  - Name of affiliated ECLA Synod or ELCA Congregation
  - Name of Person submitting the LOI
  - Position Title
  - Email Address
  - Phone Number
4. **You can print or save your responses after you click submit.** Once you click submit, you will see a thank you message and a button to print your LOI or save as a PDF for your records.
5. **Submit the LOI by the due date.** Submissions received after the due date will not be considered. Note that *all* LOIs are due by June 16<sup>th</sup>, 2024.
6. **Check your email.** After submitting your LOI, you will receive an automated message to confirm receipt.



**Evangelical Lutheran Church in America**

God's work. Our hands.