



Connecting Northern Michigan nonprofits with new ideas, resources and each other.

Sample Letter of Inquiry

DATE

NAME

ADDRESS

DEAR:

We are aware that the QQ FOUNDATION distributes grants supporting education, children/youth services and programs for medically impaired children in Michigan. In a preliminary review of your mission and funding requirements, it appears that we meet your criteria in order to submit a funding proposal. We wish to apply for one of the foundation's grants.

YY ORGANIZATION is a 501(c) 3 non-profit agency that assists individuals with autism spectrum disorder, their family members and professionals who support them. Our agency provides services and support through training programs (for parents, educators, community health agencies, etc.), consultations (by phone, website, mail, email, lending library and personal meetings), referrals, and collaborative initiatives (with other non-profit organizations, mental health agencies, school systems, etc.) YY was formed in 1976, became incorporated in 1981 and received its 501c3 status in 1992. While we have over 1000 members statewide, the bulk of our service delivery is in southeastern Michigan.

Autism spectrum disorder (ASD) affects every school in Michigan with one in every 166 children diagnosed with the disorder. Without sufficient support and education, individuals with ASD have higher high school drop out rates, incidence of violence, and run-ins with the judicial system. The lack of ongoing training to school staff has proven to be detrimental, often exacerbating problems and disruptions in classrooms and adversely impacting the learning environment for students – those with and without ASD.

Autism spectrum disorder is increasing at "epidemic proportions." In fact, there has been a 1315% increase in students with the Autistic Impairment (AI) label in our schools statewide. Currently, Michigan is ranked fourth nationally in the incidence of autism. Therefore, the increased support and services provided by the Autism Society of Michigan are crucial.

The project we believe will be of interest to the QQ Foundation supports the development of a visual supports lab and expanded resource library for individuals with autism spectrum disorder, their families, and the professional educators and service providers who support them. Our ultimate goal is to provide the tools and resources needed to assist individuals with autism spectrum disorder complete their secondary school education, acquire job training, and prepare for a life of independence. Since your organization is interested in awarding grants for education, children/youth services and programs for medically impaired children, we believe this project fits into your funding guidelines.

We look forward to hearing from you regarding your application process and how we can proceed with a grant application. Please forward proposal guidelines and any other requirements. Do not hesitate to contact me at 555-555-1234.

Thank you for your assistance and consideration of this request.

Sincerely,