



**Women Investing in Shepherd is a women's giving circle created by Women for Shepherd University and sponsored by the Shepherd University Foundation.**

## Letter of Inquiry

### **Overview**

*Women Investing in Shepherd (WISH) is offering up to two community non-profit and up to two Shepherd University learning project grants for 2018. Grants from WISH are made possible by the generosity of its members who are committed to high-impact philanthropy. Grants are voted on by the active membership on an annual basis.*

*WISH inspires, educates, and develops the amazing potential of women's philanthropy. Our high-impact grants to Shepherd University and the tri-state community affect positive changes, bring new funding resources, and make philanthropy accessible.*

*Letters of Inquiry (LOI) are requested as the initial step in the grant process. Submission of LOI does not guarantee formal consideration for funding. Only groups selected by the Grants committee will be invited to submit full proposals.*

## 2018 Grant Guidelines

WISH funds projects that address at least one of the following criteria:

- Responses to urgent and critical needs
- Bold new ventures; and/or
- New approaches to ongoing challenges

### **Eligibility**

To be eligible for the grant from the community nonprofit pooled fund, a grantee must be a 501 (c) (3) organization and provide services in the following counties: Jefferson, Berkeley, Morgan, and Hampshire counties in WV; Frederick, Loudoun, and Clarke counties in VA; and Frederick and Washington counties in MD.

To be eligible for a grant from the Shepherd University pooled fund, a grantee must be recognized as an approved academic, athletic, cultural, or community service program carried out by students, faculty, and/or staff, and sanctioned by the supervising Vice President or Dean.

- The grant application stipulates that the organization must expend the full amount of the WISH grant in a time span of no greater than three (3) years. We will not consider grants for lesser amounts.
- Applications from organizations that are part of a government agency will not be considered for a WISH grant.
- Please do not submit any additional materials with the Letter of Inquiry. Any additional materials will be discarded.

### ***LOI Due Date***

All LOIs must **be received** on or before 12 p.m. on **March 1, 2018** to be considered. Please e-mail (preferred) or print and mail one copy of the LOI, a copy of IRS Determination letter (nonprofits *only*), a signed Statement of Sanction (Shepherd University Learning Projects *only*), and all attachments to:

Shepherd University Foundation  
PO Box 5000  
Shepherdstown, WV 25443  
mpeterso@shepherd.edu

You will receive an e-mail confirming receipt of your LOI submission. For questions, call 304-876-5021. Request for Proposals will be issued by the end of March.

### ***Grant Size***

Each grant award for the 2018 cycle is estimated to be \$28,750. Applicants must show a need for use of the entire high impact amount in a time span of no greater than three (3) years.



## WISH LETTER OF INQUIRY

*Due 12 pm March 1, 2018 to be eligible for consideration*

**Project Name:**

**Project Description:**

**Contact Person and Full Contact Information:**

**Project Area Category- Please select the WISH project area category that will be served by this project:**

*Shepherd University Learning Program*

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Athletics         |
| <input type="checkbox"/> Cultural | <input type="checkbox"/> Community Service |

*Regional Nonprofit Programs/Projects*

- |   |  |
|---|--|
| <input type="checkbox"/> Arts and Culture     | <input type="checkbox"/> Education           |
| <input type="checkbox"/> Environment          | <input type="checkbox"/> Health and Wellness |
| <input type="checkbox"/> Community and Family |  |

**Estimated number of people served by the project:**

**Estimated project budget (see attached example):**

**Names/Titles of staff, both full and part-time:**

**Names of any volunteer advisory board members:**

**Estimated number of volunteers working on project:**

**If possible, annual volunteer hours:**

**Potential Impact (500 words or less):**

*Critical need that your project and organization seeks to address- Please describe the need that your project and organization seeks to address. Describe how you would make best use of this grant. Describe the potential impact this investment would have.*

### SAMPLE BUDGET

<b>Expense Items (if needed, change expense item line to match your program)</b>	<b>Budget Year One</b>	<b>Budget Year Two</b>	<b>Budget Year Three</b>
Fees			
Personnel Costs			
Supplies			
Related Program Costs			
Other			
Other			
<b>Total Estimated Expenses:</b>	\$	\$	\$

<b>Income Sources</b>	<b>Budget Year One</b>	<b>Budget Year Two</b>	<b>Budget Year Three</b>
WISH Grant			
Other (explain)			
Other (explain)			
Other (explain)			
<b>Total Estimated Income (Should equal expenses):</b>	\$	\$	\$

WISH LETTER OF INQUIRY STATEMENT OF SANCTION  
Shepherd University Learning Projects  
*Due 12 pm March 1, 2018 to be eligible for consideration*

**Project Name:**

**Project Description:**

**Contact Person and Full Contact Information:**

*I verify that this Shepherd University program or project is fully recognized and sanctioned by the University.*

**Supervising Vice President/Dean Signature:** \_\_\_\_\_