



## One Day's Wages: Example Letter of Inquiry (LOI)

Please note that all of the names and details in this LOI are made up. This example LOI is only intended to serve as a sample of a proposed project. For complete details on submitting an LOI to One Day's Wages, please visit [www.onedayswages.org/grants](http://www.onedayswages.org/grants).

### GENERAL INFORMATION

1. **Organization Name:** My Community Organization
2. **Organization Website:** [www.onedayswages.org](http://www.onedayswages.org)
3. **Your Name (First and Last):** Mary Diaz
4. **Your Job Title:** Grants Manager
5. **Your Email:** mary@email

### ORGANIZATION DETAILS

6. **Year organization was established:** 2007
7. **Country (or countries) where you work:** Nepal
8. **Where is your organization registered, and what type of registration(s) do you have?**

My Community Organization is registered as a non-profit organization with the Government of Nepal's Social Welfare Council (registration date 10/02/2007). Our General Agreement is reviewed and approved by the government every 3 years.

9. **What is your organization's annual budget (total expenses) this year in US Dollars?**

For this fiscal year (June 1, 2023 - May 31, 2024) our total budget is 3,66,61,865 Nepali Rupees (\$275,257 USD).

10. **What percent of your budget goes towards administrative and fundraising expenses?**

This year, 13% of our budget is for administrative costs and 3% is for fundraising.

11. **In the most recent fiscal year, what percentage of your revenue (income) came from individual donors?**

Last year, we raised \$23,000 USD from individual donors, which was 9% of our total revenue. The remainder of our revenue came from government funds, foundation grants, and earned income

**12. How do you fundraise and engage with your donors (100 words)?**

We email newsletters to our donors 4 times per year. These newsletters include stories about the impact of our programs, and requests to continue supporting our work. In addition, our Executive Director meets in person with our major donors at least once per year. Finally, we post weekly on our Facebook page about our current needs and opportunities for people to make donations.

**13. What kind of Board do you have, and how many members are there (100 words)?**

We have a Governing Board that is responsible for overseeing our organization's finances, setting our strategic plan, and supervising our Executive Director. The Board currently has 8 members (5 women and 3 men). Board members are volunteers who are not compensated for their roles. Our Board meets 4 times per year.

**14. List 3 organizations that have funded or partnered with your organization.**

- My Favorite Funder (currently supporting our health project)
- The Best Foundation (awarded us a grant last year for our education program)
- Helen District Hospital (implementing partner for our health project)

**15. Organization Facebook Page:** add link here

**16. Organization Instagram Account:** add link here

**PROJECT DETAILS**

**17. What project are you requesting funding for? What is the goal of the project, and what activities will you implement to achieve this goal (200 words)?**

We are requesting support for our Maternal Health Project. The goal of this project is to reduce maternal and newborn mortality rates in Helen District, where the newborn mortality rate is currently 42 deaths per 1,000 births. Last year we surveyed 100 mothers and community health workers in Helen District and found that 73% of the women are not able to take their newborns to a doctor when they get sick because the health facilities are so far away. Our project will address this concern through the following activities:

- Provide a 1-week training for 10 community health workers on antenatal care and warning signs of newborn illness.
- Coordinate with district health clinics to compile a list of all pregnant women in Villages One, Two and Three.
- Establish a home visit program for community health workers to visit mothers and newborns at their homes each week for the first 3 months after giving birth.
- Provide mothers enrolled in the home visit program with a newborn health kit containing a thermometer, nasal aspirator, warm blanket and antibiotic cream.
- Provide a transportation stipend for women and newborns referred to a hospital.

**18. Who are the participants in this project? How many people will be directly impacted (100 words)?**

We plan to work with 200 mothers in the 3 villages in Helen District that are furthest from a health facility. The people who will be directly impacted through the project are: 200 mothers, 200 newborns, and 10 community health workers.

**19. How will you measure the impact of your project (100 words)?**

To measure the reduction in maternal and newborn mortality rates, we will collect data from the district-level health office. We also plan to interview women before they enroll in the home visit program, and again 6 months after their baby is born. During these interviews, we will ask women questions about newborn healthcare, nutrition, and warning signs of illness. Our goal is that 90% of women have increased knowledge of newborn care as a result of the home visit program. In addition, we anticipate seeing a 25% reduction in newborn mortality rates after one year of the project.

**20. Will any other organizations help implement this project? If so, please name your partners and how you plan to collaborate (100 words).**

We plan to coordinate closely with the government-run hospital and health clinics in Helen District to implement this project. The district health office will share their data with us. We will refer women to their clinics if they or their babies experience illness.

**21. What is your requested matching grant amount (amount raised by partner + ODW match)? Note that your request cannot be more than 30% of your annual operating budget, and the maximum grant for first-time partners is \$30,000.**

We are requesting \$17,800 for this project (\$8,900 raised by My Community Organization and \$8,900 matched by One Day's Wages).

**22. Please upload an itemized project budget, and a copy of your organization's annual budget that shows your anticipated revenue and expenditures.**

See example budgets below (note that the amounts listed in the project budget and organization budget should match the information given in the LOI).

## Maternal Health Project Budget

Item	Cost per Unit	Number	Total Cost
Stipends for 10 health workers	\$300	10	\$3,000
Venue rental for 5-day training	\$300	1	\$300
Meals and transportation for 5-day training	\$100	5	\$500
Newborn health kits for 200 mothers	\$20	200	\$4,000
Education materials to distribute to mothers	\$1	200	\$200
Transportation fund for hospital referrals	\$200	10	\$2,000
Program Manager (50% of salary for 12 months)	\$300	12	\$3,600
M&E Officer (20% of salary for 12 months)	\$250	12	\$3,000
Administrative costs (10% for 12 months)	\$100	12	\$1,200
<b>Total Project Cost</b>			<b>\$17,800</b>

## Organization Budget (2023-2024)

REVENUE	Nepali Rupees	USD
My Favorite Funder grant	1,33,19,140	\$100,000
The Best Foundation grant	99,89,355	\$75,000
Government grant	66,59,570	\$50,000
Donations from members & individuals	30,63,402	\$23,000
Earned revenue from leading workshops	6,65,957	\$5,000
Bank interest	1,99,787	\$1,500
<b>Total Revenue</b>	<b>2,05,78,071</b>	<b>\$254,500</b>
EXPENSES	Nepali Rupees	USD
<b>Administrative Expenses</b>		
Office rent & utilities	5,34,097	\$4,010
Transportation & fuel	7,05,914	\$5,300
Administrative staff salaries & benefits	33,16,465	\$24,900
Fundraising	10,98,829	\$8,250
Computers, phone & internet	4,32,472	\$3,247
<b>Program Expenses</b>		
Maternal Health Program	23,70,806	\$17,800
Women's Nutrition Program	98,96,121	\$74,300
Vocational Training Program	1,14,54,460	\$86,000
Student scholarships	68,52,697	\$51,450
<b>Total Expenses</b>	<b>3,66,61,865</b>	<b>\$275,257</b>