

## Letter of Inquiry

### Helpful Tips

- Limit your use of bullets and other formatting.
- Work in a word document to avoid losing information, then copy and paste into the LOI/application.
- Log into your account at [https://www.grantrequest.com/SID\\_2028/](https://www.grantrequest.com/SID_2028/) to access saved and submitted requests.
- Add [mail@grantapplication.com](mailto:mail@grantapplication.com) to your safe senders list to ensure you receive all system communications.

### Main Contact Information

- Name, email address, and school/district

### Proposed Grant Activity

Provide a concise narrative of approximately 500 words of your proposed grant activity which includes the following information as it pertains to your project. The application stage will provide an opportunity to expand in each of these areas. Additional space has been provided if needed.

- How will you structure your project? This may include but is not limited to: classroom observations, lab days, workshops, lesson study, inquiry, coaching, lesson study/link, release time, book study, conference attendance, and/or assessment analysis.
- What impact will your project have on teacher, parent, and/or student learning? This may include but is not limited to: the current state of the project goals, the anticipated shifts in teacher and student learning, and the benefits of these shifts.
- How will you share the information you learn with other teachers and staff? This may include but is not limited to: grade level meetings, staff meetings, PLCs, blogs, district professional development, and resources accessible to colleagues within your school and/or district wide.
- Project start and end date.
- Include proposed expenditures and total costs (review the grant descriptions for funding amounts), as well as any additional resources that will be provided by district/school or other sources.
- For grants with multiple participants, list the number of teachers and administrators, as well as schools involved.

### Attachments

Attach any additional information that you would like to share about your project. For the Alumni Conference Grant, attach proof of your successful registration or waitlist status.