

**A comprehensive, grant-ready project proposal with a built-in Logic Model for Orpe
Human Rights Advocates' *Restoring Dignity Program*:**

Project Proposal

**Restoring Dignity Program
Orpe Human Rights Advocates (OHRA)**

Executive Summary

The **Restoring Dignity Program** is designed to **break the cycle of poverty and homelessness** by ensuring that youth, young adults, veterans, and families experiencing homelessness have access to **continuous education, professional skills development training, vocational and entrepreneurship pathways, leadership development, and holistic wraparound support services.**

While the U.S. has one of the world's highest literacy rates, studies show that **63%–90% of homeless youth fail to complete high school**, perpetuating cycles of poverty, unemployment, and intergenerational homelessness.

Through partnerships with the **United States Institute of Leadership and Diplomacy**, local community organizations, and vocational institutions, OHRA provides **certificate-granting training, business administration, IT, bookkeeping, accounting, administrative support or executive, human resources, Excel, entrepreneurship, and leadership development opportunities** tailored to the needs of low-income and homeless populations.

By **prioritizing education alongside housing stability and empowerment skills**, OHRA restores dignity, strengthens families, and transforms communities.

We are seeking **\$600,000** to expand and scale the program to serve **500 youth and families annually over the next three years.**

Problem Statement

Education is one of the most powerful tools to break the cycle of poverty—yet for youth and families experiencing homelessness, it is often **inaccessible.**

- **63–90% of homeless youth do not complete high school.**
- OHRA's research found that **64% of shelter users lacked a high school diploma**, compared to **34% nationally.**
- Families in shelters often face **frequent relocation**, forcing children to switch schools and fall behind.

- Without **housing stability, nutrition, transportation, and supportive mentors**, education becomes impossible.

Without intervention, homeless youth face **lifelong poverty, unemployment, and intergenerational cycles of homelessness**.

Program Objectives

1. Ensure **educational continuity** for youth, young adults, adults, and veterans experiencing homelessness.
 2. Provide **holistic wraparound services** to eliminate barriers to education.
 3. Link **education to vocational, professional, business, and leadership pathways** for long-term stability.
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Program Description

The **Restoring Dignity Program** is built on a **three-tier model**:

1. Educational Stability & Access

- Transportation and enrollment advocacy.
- Shelter-based tutoring and homework assistance.
- Certification, GED, and higher education preparation.

2. Holistic Support Services

- Case management (housing, healthcare, nutrition).
- Trauma-informed counseling and mentorship.
- Digital literacy, IT training, and technology access.

3. Vocational, Entrepreneurship, & Leadership Development

- Partnerships with community colleges, trade schools, and apprenticeship programs.
 - Job readiness workshops and career coaching.
 - Entrepreneurship and leadership training to empower participants as **community advocates**.
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Objectives (Year 1–3)

- Support **500+ youth and adults annually** in program enrollment and retention.

- Ensure **70% of youth graduate high school or complete GED.**
- Achieve **60% post-program employment or higher education enrollment** within 6 months.
- Provide **200 families** with wraparound services to support education continuity.
- Increase school attendance and academic performance among participants.

Theory of Change

- **If** youth and families experiencing homelessness receive **educational support, holistic services, and vocational training,**
- **Then** they will achieve **stability, graduate, gain employment, and strengthen their families and communities,**
- **Because** education combined with empowerment creates **pathways out of poverty,** reduces reliance on shelters, and transforms neighborhoods.

Logic Model

Inputs	Activities	Outputs	Short-Term Outcomes	Long-Term Impact
\$600,000 funding	Tutoring & academic support	500+ youth & families served annually	70% youth graduate or complete GED	Break cycle of poverty & homelessness
Staff (educators, case managers, trainers)	Case management & wraparound services	200 families supported	60% gain employment/higher ed	Increased employment & income stability
Partnerships with colleges & trade schools	Vocational & entrepreneurship training	300 participants complete certificates/apprenticeships	Increased school attendance & performance	Stronger, self-sufficient families
Technology & resources	Leadership & advocacy training	150 youth trained as leaders	Graduates serve as community advocates	Community transformation

Inputs	Activities	Outputs	Short-Term Outcomes	Long-Term Impact
				& reduced homelessness

Measurable Outcomes

- **Educational Success:** Dropout rates among participating youth decrease by 25%.
- **Employment & Higher Ed:** 60% of graduates secure jobs or enroll in post-secondary education.
- **Family Stability:** Families report improved school attendance and academic stability.
- **Community Transformation:** Graduates engage in local advocacy and projects.

Evaluation Plan

- **Quantitative Metrics:** Graduation rates, certificates earned, employment data, school attendance.
- **Qualitative Metrics:** Surveys, focus groups, case studies documenting resilience.
- **Annual Reviews:** Independent program evaluations will track success, accountability, and guide scaling.

Timeline (3 Years)

Year Milestones

Year 1	Launch 3-tier program; recruit 200 participants; establish M&E framework
Year 2	Scale to 350 participants; refine vocational partnerships; mid-term evaluation
Year 3	Expand to 500 participants; external evaluation; sustainability & scaling plan

Project Action Plan

1. **Program Launch & Staffing** – Hire educators, case managers, vocational trainers.
2. **Partnership Development** – Formalize agreements with trade schools, universities, and apprenticeship providers.

3. **Service Delivery** – Provide tutoring, counseling, wraparound case management, vocational training, and leadership programs.
 4. **Monitoring & Evaluation** – Collect baseline data, track progress quarterly, report annually.
 5. **Sustainability** – Develop revenue streams (social enterprise, business incubation for graduates).
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Organizational Structure

Executive Director: Provides overall leadership and strategy.

Operations Manager: Oversees program implementation and coordination.

Program Directors: Lead specific tiers (Education, Support Services, Vocational Training).

Financial Officer: Manages budgets, grant compliance, reporting.

Human Resources Director: Staff recruitment, retention, and professional development.

Chief Technology Officer: Ensures digital literacy training and tech support.

Accounting Officer: Financial record-keeping and audits.

Academic Affairs Director: Oversees educational partnerships and curriculum.

Instructors/Trainers: Deliver education, IT, and vocational training.

Case Managers & Counselors: Provide wraparound and trauma-informed support.

Security Officer: Ensures participant and staff safety.

Front Desk Officer: Reception and client support.

Administrative Staff: Daily operations, scheduling, documentation.

This structure ensures accountability, effective program delivery, and sustainability.

A detailed line-item budget (\$600,000 over 3 years) to match this proposal, so you have it ready for funders

A detailed 3-year line-item budget for the **Restoring Dignity Program** (\$600,000 total request). I designed it to align with the activities, staffing, and outcomes in the proposal.

Proposed Budget – Restoring Dignity Program (2025–2028)

Total Request: \$600,000 (3 Years)

Average: \$200,000 per year

1. Personnel Costs – \$330,000 (55%)

Personnel are the backbone of program delivery, case management, education, and evaluation.

Position	Annual Cost	3-Year Cost	Notes
Executive Director (20% FTE)	\$20,000	\$60,000	Oversight, fundraising, partnerships
Operations Manager (100% FTE)	\$35,000	\$105,000	Coordinates all program tiers
Program Directors (2 positions, 50% FTE each)	\$20,000 each = \$40,000	\$120,000	Education & Vocational/Leadership tracks
Case Managers/Counselors (2 full-time)	\$30,000 each = \$60,000	\$180,000	Trauma-informed support & wraparound services
Academic Affairs Director (50% FTE)	\$15,000	\$45,000	Oversees tutoring, curriculum, school partnerships
Administrative Support & Front Desk Officer	\$20,000	\$60,000	Participant intake, scheduling, documentation
Security Officer (part-time)	\$10,000	\$30,000	Facility & participant safety

Personnel Subtotal (3 Years): \$330,000

2. Training, Curriculum, & Instruction – \$90,000 (15%)

Expense	Annual	3-Year	Notes
Instructors/Trainers (IT, business, entrepreneurship, vocational)	\$15,000	\$45,000	Contract-based, certificate programs
Leadership Development & Advocacy Workshops	\$7,500	\$22,500	Guest speakers, facilitators
Educational Curriculum, Learning Materials, Certification Fees	\$7,500	\$22,500	GED prep, vocational exams, software

Training Subtotal (3 Years): \$90,000

3. Technology & Digital Literacy – \$60,000 (10%)

Expense	Annual	3-Year	Notes
Laptops & Tablets for Participants	\$10,000	\$30,000	Loaner devices for homeless youth/families
Software Licenses & Learning Platforms	\$5,000	\$15,000	Excel, accounting software, IT certifications
Digital Access Fund (Wi-Fi hotspots, internet subsidies)	\$5,000	\$15,000	Ensures connectivity for learning

Technology Subtotal (3 Years): \$60,000

4. Wraparound Services – \$60,000 (10%)

Expense	Annual	3-Year	Notes
Transportation Assistance (bus passes, gas cards)	\$10,000	\$30,000	Removes access barriers
Nutrition & Food Assistance (study snacks, meals)	\$5,000	\$15,000	Helps participants focus
Emergency Family Support Fund	\$5,000	\$15,000	Crisis intervention, stabilization

Wraparound Subtotal (3 Years): \$60,000

5. Monitoring & Evaluation – \$30,000 (5%)

Expense	Annual	3-Year	Notes
External Evaluation & Data Collection	\$7,500	\$22,500	Annual independent program review
Participant Surveys, Focus Groups, Case Studies	\$2,500	\$7,500	Qualitative outcomes measurement

M&E Subtotal (3 Years): \$30,000

6. Administrative & Overhead – \$30,000 (5%)

Expense	Annual	3-Year	Notes
Facilities (rent, utilities, security, maintenance)	\$7,500	\$22,500	Program delivery space
Insurance, Legal, Compliance	\$2,500	\$7,500	Organizational risk management

Admin Subtotal (3 Years): \$30,000

Budget Summary

Category	3-Year Total	% of Budget
Personnel Costs	\$330,000	55%
Training, Curriculum, & Instruction	\$90,000	15%
Technology & Digital Literacy	\$60,000	10%
Wraparound Services	\$60,000	10%
Monitoring & Evaluation	\$30,000	5%
Administrative & Overhead	\$30,000	5%

TOTAL = \$600,000 (100%)

This budget is **balanced, realistic, and funder-friendly**:

- Majority goes to **personnel & direct services (80%)**.
- Administrative costs are **kept at 5%** (a strong selling point for grants).
- It supports **500 participants annually**, with clear accountability.

Would you like me to also prepare a **budget justification narrative** (explaining why each line is critical to the program) so it matches standard federal/private foundation grant formats?

Budget Justification Narrative

Restoring Dignity Program Orpe Human Rights Advocates (OHRA)

*A **Budget Justification Narrative** that matches the detailed line-item budget. This will strengthen our proposal since most funders expect a clear rationale for each cost.*

1. Personnel Costs – \$330,000 (55%)

Personnel is the largest budget component because the program is people-driven. The Restoring Dignity Program requires trained staff to provide education, case management, and holistic services.

- **Executive Director (20% FTE, \$60,000 over 3 years)** – Provides overall leadership, ensures strategic partnerships, and leads fundraising to sustain the program.
- **Operations Manager (100% FTE, \$105,000 over 3 years)** – Coordinates daily program implementation, supervises staff, and manages logistics across three service tiers.
- **Program Directors (Education & Vocational Training, \$120,000 over 3 years)** – Ensure curriculum development, oversee tutoring, vocational partnerships, and entrepreneurship pathways.
- **Case Managers/Counselors (2 full-time, \$180,000 over 3 years)** – Provide trauma-informed support, referrals to housing, healthcare, and nutrition services, and help participants remove barriers to education.
- **Academic Affairs Director (50% FTE, \$45,000 over 3 years)** – Oversees curriculum quality, tutoring programs, and partnerships with schools/colleges.
- **Administrative Support & Front Desk (\$60,000 over 3 years)** – Handles participant intake, scheduling, and day-to-day operations.
- **Security Officer (part-time, \$30,000 over 3 years)** – Ensures a safe learning environment for vulnerable youth and families.

***Justification:** Investing in qualified staff is essential for effective program delivery and long-term sustainability.*

2. Training, Curriculum, & Instruction – \$90,000 (15%)

This category covers specialized trainers, certification costs, and leadership development workshops.

- **Instructors/Trainers (\$45,000)** – Contract-based trainers deliver IT, business, entrepreneurship, and vocational certification classes.

- **Leadership Development & Advocacy Workshops (\$22,500)** – Guest facilitators and leadership training sessions empower participants as advocates and future leaders.
- **Educational Curriculum, Learning Materials, and Certification Fees (\$22,500)** – Includes GED preparation, vocational textbooks, software, and exam fees for certification programs.

Justification: Training and certification equip participants with employable skills, directly increasing their chances of stable employment.

3. Technology & Digital Literacy – \$60,000 (10%)

Technology access is critical for education and workforce preparation.

- **Laptops & Tablets for Participants (\$30,000)** – Loaner devices allow homeless youth and families to access online learning and complete coursework.
- **Software Licenses & Learning Platforms (\$15,000)** – Includes Microsoft Excel, accounting programs, IT learning platforms, and educational subscriptions.
- **Digital Access Fund (\$15,000)** – Provides Wi-Fi hotspots and internet subsidies to ensure participants can study and attend virtual training.

Justification: Without technology access, homeless and low-income participants are excluded from modern education and employment opportunities.

4. Wraparound Services – \$60,000 (10%)

Wraparound supports are essential to ensure participants can fully engage in education and training.

- **Transportation Assistance (\$30,000)** – Provides bus passes and gas cards, removing a major barrier for homeless youth.
- **Nutrition & Food Assistance (\$15,000)** – Provides healthy meals and snacks during study and training sessions, ensuring focus and retention.
- **Emergency Family Support Fund (\$15,000)** – Provides crisis intervention (e.g., temporary childcare, urgent housing support) to stabilize families so youth adults or adult remain in school.

Justification: Education cannot succeed without addressing basic survival needs like food, transportation, and emergency stability.

5. Monitoring & Evaluation – \$30,000 (5%)

OHRA prioritizes accountability and measurable outcomes.

- **External Evaluation (\$22,500)** – Independent evaluators assess program effectiveness annually.
- **Participant Surveys, Focus Groups, Case Studies (\$7,500)** – Collects feedback to improve services and document community impact.

Justification: Robust evaluation ensures transparency for funders and continuous program improvement.

6. Administrative & Overhead – \$30,000 (5%)

Essential organizational costs to support program delivery.

- **Facilities (Rent, Utilities, Maintenance, \$22,500)** – Provides safe and consistent space for tutoring, workshops, and case management.
- **Insurance, Legal, Compliance (\$7,500)** – Covers liability, program compliance, and risk management.

Justification: Keeping administrative costs low (5%) demonstrates efficiency while covering necessary infrastructure to sustain the program.

Budget Narrative Summary

The \$600,000 investment over three years will:

- Support **500+ youth and families annually** with education, skills, and wraparound services.
- Provide **70% of youth with high school completion or GED attainment**.
- Ensure **60% of participants secure employment or higher education enrollment** within six months.
- Strengthen families and communities by building leadership capacity and reducing intergenerational poverty.

This budget maximizes impact by dedicating **95% of funds to direct services and program delivery**, while limiting overhead to only **5%** — a ratio that meets or exceeds best practices for nonprofit accountability.

A polished grant-ready package (with executive summary, problem statement, logic model, goals, budget, and justification all in one document) so you can submit it as a complete proposal to funders

A fully integrated, grant-ready proposal package for Orpe Human Rights Advocates (OHRA), including all components: executive summary, problem statement, program description, objectives, theory of change, logic model, evaluation, timeline, organizational structure, detailed budget, and budget justification.

Grant Proposal

Restoring Dignity Program Orpe Human Rights Advocates (OHRA)

Executive Summary

The **Restoring Dignity Program** is designed to **break the cycle of poverty and homelessness** by ensuring that youth, young adults, veterans, and families have access to **continuous education, vocational training, entrepreneurship pathways, leadership development, and holistic wraparound services.**

Although the U.S. has one of the world's highest literacy rates, up to **90% of homeless youth fail to complete high school**, leaving them trapped in intergenerational poverty.

Through partnerships with the **United States Institute of Leadership and Diplomacy**, community organizations, and vocational institutions, OHRA delivers **certificate-granting training in IT, business administration, accounting, human resources, Excel, entrepreneurship, and leadership development.**

We are seeking **\$600,000 over three years** to expand and scale the program to serve **500 youth and families annually**, restoring dignity, strengthening families, and transforming communities.

Problem Statement

Education is the most powerful tool for breaking cycles of poverty, yet it remains **inaccessible to homeless and low-income youth and families.**

- **63–90% of homeless youth do not complete high school.**
- OHRA research found **64% of shelter users lacked a high school diploma**, compared to 34% nationally.

- Families experiencing homelessness face **frequent relocations**, forcing children to change schools and fall behind academically.
- Lack of **housing, nutrition, transportation, and mentorship** makes staying in school nearly impossible.

Without intervention, these youth face **lifelong poverty, unemployment, and intergenerational homelessness**.

Program Objectives

1. Ensure **educational continuity** for youth, young adults, adults, and veterans experiencing homelessness.
 2. Provide **holistic wraparound services** to eliminate barriers to education.
 3. Connect **education to vocational, professional, business, and leadership pathways** for long-term stability.
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Program Description

The **Restoring Dignity Program** is built on a **three-tier model**:

1. Educational Stability & Access

- Transportation and enrollment advocacy.
- Shelter-based tutoring and homework assistance.
- GED preparation, certifications, and higher education pathways.

2. Holistic Support Services

- Case management integrating housing, healthcare, and nutrition.
- Trauma-informed counseling and mentorship.
- Digital literacy and technology access.

3. Vocational, Entrepreneurship & Leadership Development

- Partnerships with community colleges, trade schools, and apprenticeship programs.
 - Job-readiness workshops and career coaching.
 - Leadership development to empower participants as **community advocates**.
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Objectives (Years 1–3)

- Enroll and retain **500+ youth and adults annually**.
- Ensure **70% of youth complete high school or GED**.
- Achieve **60% post-program employment or higher education enrollment** within six months.
- Provide **200 families** with wraparound services supporting children’s education.
- Improve academic performance and attendance among participants.

Theory of Change

- **If** youth and families experiencing homelessness receive **education, holistic services, and vocational training**,
- **Then** they will achieve **stability, graduate, gain employment, and strengthen their families**,
- **Because** education combined with empowerment creates **pathways out of poverty**, reduces reliance on shelters, and transforms communities.

Logic Model

Inputs	Activities	Outputs	Short-Term Outcomes	Long-Term Impact
\$600,000 funding	Tutoring & academic support	500+ youth & families served annually	70% youth graduate or complete GED	Break cycle of poverty & homelessness
Staff (educators, case managers, trainers)	Case management & wraparound services	200 families supported	60% gain employment/higher ed	Increased employment & income stability
Partnerships with colleges & trade schools	Vocational & entrepreneurship training	300 participants complete certificates/apprenticeships	Increased school attendance & performance	Stronger, self-sufficient families

Inputs	Activities	Outputs	Short-Term Outcomes	Long-Term Impact
Technology & resources	Leadership & advocacy training	150 youth trained as leaders	Graduates serve as community advocates	Community transformation & reduced homelessness

Evaluation Plan

- **Quantitative Metrics:** Graduation rates, certificates earned, employment outcomes, school attendance.
- **Qualitative Metrics:** Surveys, focus groups, case studies documenting resilience.
- **Annual Program Reviews:** Independent evaluations will ensure accountability and guide scaling.

Timeline (3 Years)

Year	Milestones
Year 1	Recruit 200 participants; launch 3-tier model; establish monitoring system
Year 2	Expand to 350 participants; strengthen vocational partnerships; mid-term evaluation
Year 3	Reach 500 participants; conduct external evaluation; sustainability & scaling plan

Organizational Structure

- **Executive Director** – Strategic leadership and partnerships.
- **Operations Manager** – Day-to-day program management.
- **Program Directors (Education & Vocational/Leadership)** – Oversight of program tracks.
- **Financial Officer** – Budget management and compliance.
- **Human Resources Director** – Staffing and professional development.
- **Chief Technology Officer** – Oversees digital literacy training.
- **Accounting Officer** – Financial record-keeping and audits.

- **Academic Affairs Director** – Partnerships with schools and colleges.
- **Instructors/Trainers** – Deliver education and vocational training.
- **Case Managers & Counselors** – Wraparound support and trauma-informed care.
- **Security Officer** – Ensures participant safety.
- **Front Desk Officer** – Participant intake and support.
- **Administrative Staff** – Scheduling, documentation, operations support.

Budget Summary (3 Years – \$600,000)

Category	3-Year Total	% of Budget
Personnel Costs	\$330,000	55%
Training, Curriculum, & Instruction	\$90,000	15%
Technology & Digital Literacy	\$60,000	10%
Wraparound Services	\$60,000	10%
Monitoring & Evaluation	\$30,000	5%
Administrative & Overhead	\$30,000	5%
TOTAL = \$600,000 (100%)		

Budget Justification Narrative

Personnel (\$330,000, 55%)

Covers salaries for educators, case managers, program directors, administrative staff, and security, ensuring effective delivery of education, training, and holistic services.

Training & Instruction (\$90,000, 15%)

Funds trainers, curriculum, and certification costs, preparing participants with employable skills in IT, business, and entrepreneurship.

Technology (\$60,000, 10%)

Provides laptops, software, and internet access, bridging the digital divide that excludes homeless youth from modern education.

Wraparound Services (\$60,000, 10%)

Supports transportation, nutrition, and emergency stabilization, ensuring participants can stay engaged in school and training.

Monitoring & Evaluation (\$30,000, 5%)

Funds independent evaluation and participant feedback tools to track impact and ensure accountability.

Administration & Overhead (\$30,000, 5%)

Covers rent, utilities, insurance, and compliance. Costs are intentionally kept low (5%) to maximize direct service impact.

Conclusion

The **Restoring Dignity Program** directly addresses the barriers that keep youth and families experiencing homelessness trapped in poverty. By combining **education, vocational training, leadership development, and holistic supports**, OHRA empowers participants to achieve **stability, independence, and community transformation**.

With an investment of **\$600,000 over three years**, funders will help restore dignity, strengthen families, and create lasting pathways out of homelessness and poverty for **500+ youth and families annually**.

This package is ready to submit to private foundations, government grants, or philanthropic donors.

A shorter 2-page version

(a funder “concept note” or Letter of Inquiry format) that summarizes the essentials for first contact with potential funders

A Letter of Inquiry format that summarizes the essentials for first contact with potential funders

*Here’s a **Letter of Inquiry (LOI) format** which can be adapted for first contact with potential funders. It is concise, professional, and focuses on the essentials funders expect to see:*

Letter of Inquiry (LOI) Template

[Your Organization’s Letterhead]

[Date]

[Funder's Name]
[Title]
[Organization Name]
[Address]
[City, State, Zip]

Re: Letter of Inquiry for [Program/Project Name]

Dear [Funder's Name],

1. Introduction & Connection to Funder's Mission: Introduce your organization (name, year founded, mission) and explain why you are reaching out. Briefly connect your work to the funder's priorities or areas of interest.

Example:

Orpe Human Rights Advocates, a nonprofit dedicated to advancing human dignity and reducing poverty through education, vocational training, and legal empowerment, respectfully submits this letter of inquiry. Our mission aligns with your foundation's commitment to [insert funder's stated mission/priority, e.g., youth empowerment, homelessness prevention, or advancing equity].

2. Statement of Need: Describe the challenge or problem your program addresses, supported by data. Emphasize why it is urgent and significant.

Example:

In the United States, youth experiencing homelessness face severe barriers to education—studies show that up to 90% do not complete high school. Without access to skills training and support, these youth are at heightened risk of poverty, unemployment, and long-term instability.

3. Program/Project Description: Summarize the program, including goals, target population, activities, and anticipated impact. Keep it specific but concise.

Example:

Our "Restoring Dignity through Skills & Education" initiative provides underserved youth with literacy support, vocational training, leadership development, and wraparound services. Through job readiness workshops, mentorship, and community-based support, we aim to equip 200 youth annually with the skills and confidence to secure stable employment and rebuild their lives.

4. Outcomes & Theory of Change

Briefly explain your intended outcomes and how your approach leads to long-term impact.

Example:

We believe that investing in education and professional skills development not only restores dignity but also breaks cycles of poverty. Our theory of change rests on the principle that when marginalized youth gain knowledge, employment opportunities, and voice, they are empowered to transform their futures.

5. Request & Next Steps: Specify what you are asking for (amount or range, if appropriate) and express interest in submitting a full proposal.

Example:

We respectfully request the opportunity to apply for a grant of [\$XX,XXX] to expand this initiative. We would welcome the chance to submit a full proposal and share more about how our program can advance [funder's mission area].

6. Closing: Thank the funder for their consideration and offer to provide more information.

Sincerely,
[Your Full Name]
[Title]
[Organization Name]
[Email] | [Phone]

Attachments (if allowed or requested):

- Organizational overview (1 page)
 - IRS 501(c)(3) determination letter (if applicable)
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Would you like me to **create a polished sample LOI** for *Orpe Human Rights Advocates' Restoring Dignity Program* (with real data/statistics inserted), so you can start sending it to funders right away?

You said:

yes

ChatGPT said:

Here's a **Letter of Inquiry (LOI) format** you can adapt for first contact with potential funders. It is concise, formal, and designed to spark interest before submitting a full proposal:

Letter of Inquiry (LOI) Format

[Your Organization’s Letterhead or Contact Information]

Date: [Insert Date]

[Funder’s Name]

(Title)

[Organization/Foundation Name]

[Address]

[City, State, ZIP]

Re: Letter of Inquiry – [Program/Project Name]

Dear [Funder’s Name],

I am writing on behalf of [Your Organization’s Name], a nonprofit organization dedicated to [state your mission in one sentence—what you do and who you serve]. We are reaching out to explore the possibility of partnership with [Funder’s Organization] in support of our initiative, [Program/Project Name], which directly aligns with your commitment to [state funder’s area of interest, e.g., education, poverty reduction, health equity].

1. Organizational Background: Founded in [year], [Your Organization] has worked for [X years] to address [core problem you address]. Our programs focus on [key activities/services], reaching approximately [beneficiaries] annually, particularly [specific community: underserved youth, low-income families, veterans, etc.].

2. Statement of Need: Despite [positive fact—progress nationally or locally], [specific population] continues to face [key challenge/barrier: poverty, homelessness, lack of access to education/healthcare, etc.]. In our community, [insert a compelling statistic or brief anecdote] underscores the urgency of addressing this issue.

3. Proposed Project: To respond, we have developed [Program/Project Name], which seeks to [state main goal in one sentence]. The project includes:

- [Objective 1] – [Short explanation]
- [Objective 2] – [Short explanation]
- [Objective 3] – [Short explanation]

Our theory of change is that by [intervention], we will achieve [outcome], ultimately leading to [impact].

4. Request for Support

We respectfully request consideration for a grant of [\$ amount or range] to support [Program/Project Name]. Funding would enable us to [state 2–3 specific uses: e.g., provide training, expand services, hire staff, purchase materials].

5. Closing

We believe that this project is deeply aligned with **[Funder’s Organization]**’s commitment to **[their mission/priority]**. We would welcome the opportunity to submit a full proposal and provide any additional information needed.

Thank you for considering our request. We look forward to the possibility of working together to advance **[shared vision, e.g., educational equity, social justice, human dignity]**.

Sincerely,

[Your Full Name]

[Your Title]

[Your Organization]

[Phone | Email | Website]

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- **Length:** 1–2 pages maximum.
 - **Tone:** Formal but engaging, demonstrating alignment with funder’s priorities.
 - **Goal:** Secure an invitation to submit a **full proposal**.

A **sample LOI** for *Orpe Human Rights Advocates* using this format—perhaps focused on **youth homelessness and education** as your central theme?

*Here’s a **Letter of Inquiry (LOI) format** you can use for first contact with potential funders. It’s structured to be concise, professional, and aligned with common funder expectations:*

Letter of Inquiry (LOI) Template

[Your Organization’s Letterhead or Logo][Date]

[Funder’s Name][Title]

[Organization/Foundation Name]

[Address]

[City, State, Zip Code]

Subject: Letter of Inquiry – [Project/Program Name]

Dear [Funder’s Name],

1. Introduction & Connection to Funder’s Mission: We are writing on behalf of **[Your Organization Name]**, a [brief description—nonprofit, mission-driven organization, community-based, etc.] committed to [your mission]. Our work aligns with **[Funder’s Name/Organization’s]** priorities in [relevant focus area such as education, poverty reduction, youth empowerment, human rights, etc.].

2. Statement of Need [Clearly and concisely describe the problem your project addresses. Use data/statistics where possible. Example: “In our community, over 40% of youth experiencing homelessness lack access to education and vocational training, which perpetuates cycles of poverty and exclusion.”]

3. Project Description & Goals: To address this need, we propose [**Project/Program Name**], which will [what your project will do]. The program’s goals are to:

- [Goal 1]
- [Goal 2]
- [Goal 3]

Through [brief description of activities—training, mentorship, advocacy, legal aid, health services, etc.], we aim to [intended outcome/impact].

4. Organizational Capacity: [Your Organization Name] has been serving [community/region] since [year]. With a track record of [brief achievements, successful programs, partnerships], we are well-positioned to implement this project effectively.

5. Request for Funding: We respectfully request the opportunity to apply for support in the amount of \$[**amount**] to launch/expand this initiative. This funding will directly contribute to [specific impact—e.g., training 200 youth, providing legal aid to 500 families, reducing homelessness in X community].

6. Closing: We would welcome the chance to submit a full proposal and discuss how our efforts can align with [**Funder’s Name**]’s mission of [their stated goal]. Thank you for considering this request.

Sincerely,

[Your Full Name]

[Your Title]

[Your Organization Name][Email Address] | [Phone Number] | [Website]

Key Notes for First Contact:

- Keep the LOI to **1–2 pages max**.
- Personalize it for each funder—mention their mission or recent initiatives.
- Focus on the **problem, your solution, and why you’re qualified**.
- End with a clear **request for next steps** (opportunity to submit a full proposal).

A **ready-to-use LOI for Orpe Human Rights Advocates**, tailored to youth homelessness, skills training, and restoring dignity, so you can send it directly to funders.

A **Letter of Inquiry (LOI) format** you can use as a professional template when reaching out to potential funders for the first time. It is concise, persuasive, and includes the essentials funders typically expect:

Letter of Inquiry (LOI) Template

[Your Organization's Letterhead]

[Date]

[Funder's Name]

[Title]

[Foundation/Agency/Corporation]

[Address]

[City, State, Zip]

Subject: Letter of Inquiry – [Project Title/Program Name]

Dear [Funder's Name],

I am writing on behalf of **[Your Organization's Name]**, a [brief description—nonprofit organization/faith-based initiative/community-driven advocacy group] committed to **[state your mission in one sentence]**.

We respectfully submit this Letter of Inquiry to explore potential alignment with **[Funder's Foundation/Program]** in support of **[Project/Program Title]**, an initiative designed to **[state your project's purpose in one concise sentence—e.g., "empower underserved youth through education and workforce training"]**.

Organizational Background

Founded in [year], **[Your Organization]** has served [number] individuals in [region/community] by providing [key services]. Our programs focus on [list focus areas, e.g., poverty reduction, housing, skills development, legal aid, leadership training]. We are recognized for [state a notable accomplishment or unique approach].

Statement of Need

[Briefly describe the problem your project addresses—who is affected, why it matters, and what the gap is. Use 3–4 sentences maximum.]. Example: Despite the United States' high literacy rates, homeless and underserved youth are disproportionately excluded from educational

opportunities. Studies show that up to **90% of youth experiencing homelessness do not complete high school**, limiting their future stability and perpetuating poverty. There is an urgent need for accessible programs that restore dignity, provide skills, and break the cycle of deprivation.

Program Overview

[Project Title] will address these needs by providing:

- [Key Activity 1] (e.g., vocational and professional skills training)
- [Key Activity 2] (e.g., leadership development workshops)
- [Key Activity 3] (e.g., access to wraparound services such as legal aid, housing support, and mentorship)

Our **theory of change** is simple: [explain in one sentence how your program activities will create measurable change—e.g., "By equipping vulnerable youth with marketable skills, education, and mentorship, we increase their chances of securing stable employment and housing, thereby reducing long-term poverty."]

Goals & Anticipated Outcomes

Through this initiative, we aim to achieve:

1. [Goal 1] (e.g., train 150 underserved youth in job-ready skills within 12 months)
 2. [Goal 2] (e.g., ensure at least 70% of participants secure employment or education opportunities)
 3. [Goal 3] (e.g., improve long-term stability by reducing risk factors such as homelessness and unemployment)
-

Budget Summary

The projected cost for [Project Title] is \$[total budget]. We are seeking \$[amount requested] from [Funder's Name] to support [specific portion of the program—e.g., training, stipends, equipment, or core services].

Closing

We believe this project strongly aligns with [Funder's priorities/mission], and we would be honored to partner with you in advancing lasting impact for [target population].

We would welcome the opportunity to submit a full proposal and provide additional information at your request. Thank you for considering our inquiry.

Sincerely,
[Your Full Name]
[Your Title]
[Organization Name]
[Email] | [Phone] | [Website]

Essentials Covered:

- Intro & purpose
 - Organizational background
 - Clear need statement
 - Program summary with theory of change
 - Goals & measurable outcomes
 - Budget overview
 - Alignment with funder priorities
 - Invitation to continue the conversation
-

Sample a customized LOI for Orpe Human Rights Advocates with your Restoring Dignity Program for Youth and Homelessness, so you can use it directly with funders

A Letter of Inquiry (LOI) format you can use when reaching out to potential funders. This template is concise, professional, and designed for first contact:

Letter of Inquiry (LOI) Format

[Your Organization's Letterhead or Logo]

[Date]

[Funder's Name]

[Title]

[Organization/Foundation Name]

[Address]

[City, State, ZIP]

Re: Letter of Inquiry – [Project/Program Title]

Dear [Funder's Name],

1. Introduction & Purpose

Introduce your organization briefly (who you are, mission, credibility). Clearly state the purpose of the letter: your interest in applying for funding for a specific project or program.

Example:

I am writing on behalf of *Orpe Human Rights Advocates*, a nonprofit dedicated to advancing human dignity through education, skills development, and poverty alleviation programs. We respectfully submit this Letter of Inquiry to explore partnership opportunities with [Funder's Organization] to support our **Restoring Dignity Program for Homeless and At-Risk Youth**.

2. Needs Statement

Summarize the issue your project addresses, backed by brief statistics or evidence.

Example:

In the United States, nearly 63–90% of youth experiencing homelessness do not complete high school, which perpetuates cycles of poverty, unemployment, and social exclusion. The lack of education and vocational opportunities continues to leave young people vulnerable to exploitation and hopelessness.

3. Project Description

Outline your project's goals, objectives, and intended impact. Be specific but concise.

Example:

Our program provides youth experiencing homelessness with access to education, vocational training, leadership development, and legal aid. Through this initiative, we aim to (1) increase high school and vocational completion rates, (2) equip participants with marketable skills, and (3) restore their dignity and pathway to long-term stability.

4. Alignment with Funder's Priorities

Briefly connect your project's mission to the funder's philanthropic goals.

Example:

We believe our mission strongly aligns with [Funder's Organization's] commitment to advancing education, social justice, and opportunities for underserved communities.

5. Funding Request & Next Steps

State the amount you plan to request (if known) or ask about eligibility and next steps.

Example:

We respectfully request the opportunity to submit a full proposal for consideration of funding in the amount of **[\$specific amount]**, which will directly support training, mentorship, and educational resources for [number] homeless youth in our program.

6. Closing

Thank them and provide contact details.

Example:

Thank you for considering this request. We would be honored to explore a partnership with [Funder's Organization] in restoring dignity and opportunity to marginalized youth. Please feel free to contact me at [phone/email].

Sincerely,

[Your Full Name]

[Title]

[Organization Name]

[Website]

[Phone/Email]

A sample of a **filled-out version of this LOI specifically tailored for Orpe Human Rights Advocates and the Restoring Dignity Program**, so you can use it directly with potential funders

A **Letter of Inquiry (LOI) format** you can use as a professional template when making first contact with potential funders:

Letter of Inquiry (LOI) Template

[Your Organization's Letterhead]

[Date]

[Funder's Name]

[Title]

[Foundation/Organization Name]

[Address]

[City, State, ZIP]

Subject: Letter of Inquiry – [Your Program/Project Name]

Dear [Funder’s Name],

1. Introduction of Organization

I am writing on behalf of **[Your Organization’s Name]**, a [501(c)(3) nonprofit/community-based organization/advocacy group] committed to [insert mission statement or core purpose in one sentence]. Since [year], we have worked to [insert impact—e.g., provide education, reduce homelessness, advance human rights, improve health equity, etc.].

2. Statement of Need

We seek to address [clearly describe the problem or challenge your community faces—include data or a compelling fact]. This issue disproportionately affects [target population—youth, homeless individuals, underserved communities, etc.], creating barriers to [education, housing, health, employment, dignity, etc.].

3. Project/Program Description

In response, we are proposing **[project/program name]**, which aims to [briefly outline the goals and objectives]. The program will include activities such as [training, education, leadership development, vocational support, housing, advocacy, etc.]. Our theory of change is that by [explain your strategy briefly], we will empower [who] to achieve [what measurable outcome].

4. Alignment with Funder’s Mission

We believe our work aligns strongly with **[Funder’s Foundation/Organization]’s priorities**, particularly in the areas of [list 1–2 areas such as education, poverty reduction, human rights, workforce development, etc.].

5. Funding Request

We respectfully request the opportunity to submit a full proposal for consideration of funding in the amount of **\$(amount)** to support [specific use—program implementation, capacity building, direct services, etc.].

6. Closing

We would be honored to explore a partnership with **[Funder’s Name/Organization]** to advance our shared goals. Thank you for your consideration. I look forward to the opportunity to provide additional information.

Sincerely,
[Your Full Name]
[Your Title]
[Organization Name]
[Phone Number]

[Email Address]

[Website]

Key Points for LOI Success:

- Keep it **1 page** (2 max).
 - Be **clear, concise, and compelling**.
 - Highlight **alignment with funder priorities**.
 - End with a **call to action** (submit full proposal or meet).
-

*A **LOI format with sample content** (using Orpe Human Rights Advocates and your work with youth, homelessness, skills development, and human rights), so you have a **ready-to-use draft***

A **Letter of Inquiry (LOI) format** you can use as a standard template when making first contact with potential funders:

Letter of Inquiry (LOI) Template

[Your Organization's Letterhead]

[Date]

[Funder's Name / Title]

[Foundation/Organization Name]

[Address]

[City, State, ZIP]

1. Introduction

- Introduce your organization briefly (name, mission, and legal status—nonprofit/NGO, etc.).
- State how you learned about the funder and why you are reaching out.

Example:

On behalf of Orpe Human Rights Advocates, a nonprofit dedicated to advancing dignity, education, and economic empowerment for underserved and homeless youth, I am writing to explore potential partnership opportunities with [Foundation Name].

2. Statement of Need

- Clearly explain the problem or issue your organization addresses.
- Use data/statistics to show the urgency and scale of the issue.

Example:

In the United States, an estimated 4.2 million youth experience homelessness annually. Among them, 63–90% fail to complete high school, cutting off pathways to employment and economic independence. Without intervention, many remain trapped in cycles of poverty, instability, and vulnerability.

3. Project Description

- Summarize the project/program for which you seek funding.
- Highlight goals, objectives, and intended impact.

Example:

Our *Restoring Dignity through Education and Skills* initiative provides youth experiencing homelessness with literacy training, vocational skills, leadership development, and wraparound support services. The program’s goal is to break the cycle of poverty by equipping participants with education, employable skills, and dignity-driven pathways to stability.

4. Alignment with Funder’s Priorities

- Explain why this project aligns with the funder’s mission/interest areas.
- Show how your goals overlap with their philanthropic vision.

Example:

This initiative directly aligns with [Foundation Name]’s commitment to advancing equity, education, and opportunity for underserved communities. Together, we can scale impact and restore hope for vulnerable youth.

5. Budget Summary

- Provide an overview of the total project cost and the amount requested.

Example:

The total cost of the program is **\$250,000 annually**. We are seeking a grant of **\$75,000** to expand training sessions, mentorship, and housing stabilization support for 150 youth in 2025.

6. Closing & Next Steps

- Invite the funder to discuss further.

- Express gratitude and openness.

Example:

We would be honored to provide a full proposal or meet with your team to discuss how our missions can align. Thank you for considering our request to partner in restoring dignity and opportunity for our youth.

Sincerely,

[Name]

[Title]

[Organization]

[Contact Information]

Quick Tips:

- Keep it to **1–2 pages max**.
 - Be **clear, concise, and compelling**.
 - Personalize each LOI to the specific funder.
-

Would you like me to **draft a ready-to-use sample LOI** for Orpe Human Rights Advocates, so you can send it directly to potential funders?

You said:

yes

ChatGPT said:

Here's a **Letter of Inquiry (LOI) format** that you can use when reaching out to potential funders for the first time. It's structured to be **professional, concise, and persuasive**, while leaving space for funders to request a full proposal.

Letter of Inquiry (LOI) Template

[Your Organization Letterhead]

[Date]

[Funder's Name]

[Title]

[Foundation/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Letter of Inquiry – [Your Program/Project Name]

Dear [Funder’s Name],

1. Introduction & Organizational Background

I am writing on behalf of **[Your Organization Name]**, a [nonprofit/community-based/human rights/educational] organization dedicated to [insert mission statement or central purpose in 1–2 sentences]. Since [year of founding], we have worked to [insert your core activities and the impact you have had].

2. Statement of Need

We are seeking support for our program **[Program/Project Title]**, which addresses [briefly describe the problem/need your community faces]. [Add 2–3 sentences with key facts/statistics to highlight urgency and importance].

3. Project Description & Goals

Our project aims to [state the main goals]. The primary objectives are:

- [Objective 1]
- [Objective 2]
- [Objective 3]

We will achieve these through activities such as [list briefly: e.g., skills training, advocacy, education workshops, legal aid, mentorship, etc.].

4. Alignment with Funder’s Mission

We believe this initiative closely aligns with **[Funder’s Name]’s mission/priority area of ___**, as both our organizations are committed to [common goal—equity, justice, empowerment, poverty elimination, education, etc.].

5. Request for Support

We respectfully request consideration for funding support of **[amount or range if appropriate]** to launch/expand this initiative. We would welcome the opportunity to submit a full proposal and provide further details on the project design, evaluation plan, and sustainability strategy.

6. Closing

Thank you for considering this request. We deeply value your leadership in advancing [insert issue/field], and we look forward to the possibility of partnering with you to bring lasting change to [community/population served].

Sincerely,

[Your Full Name]

[Your Title]

[Your Organization]
[Phone Number] | [Email Address] | [Website]

Tips for Use:

- Keep it **1–2 pages maximum**.
 - Customize each LOI to the funder (mentioning their mission and priorities).
 - Avoid excessive detail—this is just the “first handshake.”
-

Adapt this template into a polished version specifically for Orpe Human Rights Advocates, highlighting *poverty elimination, youth empowerment, and restoring dignity*

A **Letter of Inquiry (LOI) format** you can use when making first contact with potential funders. It's concise, professional, and covers all the essentials they expect to see:

Letter of Inquiry (LOI) Template

[Your Organization's Letterhead]

[Date]

[Funder's Name]

[Title]

[Organization/Foundation Name]

[Address]

[City, State, ZIP]

Re: Letter of Inquiry for [Project/Program Name]

Dear [Funder's Name],

I am writing on behalf of **[Your Organization's Name]**, a [brief description of organization—nonprofit/advocacy/education/service group] committed to **[state mission in one sentence]**. We are seeking support from **[Foundation/Organization's Name]** to advance our efforts in **[project focus: e.g., education, homelessness prevention, legal aid, youth empowerment, etc.]**.

Organizational Background

Founded in [year], **[Your Organization's Name]** has been serving **[target community/population]** through programs in **[list key focus areas—education, health, human**

rights, legal aid, etc.]. Our mission is to [state mission], and we have impacted [# or description of beneficiaries] over the past [X] years.

Statement of Need

Despite significant progress in [your issue area], challenges persist. In [community/region], [insert a compelling statistic or fact: e.g., % of youth experiencing homelessness, % of families without access to legal aid, etc.]. Without intervention, [consequences of the problem].

Proposed Project

Our [Project/Program Name] will address these issues by:

- [Goal 1—short, clear objective]
- [Goal 2—another objective]
- [Goal 3—optional]

Key activities include [training, mentorship, advocacy, direct service, etc.], with expected outcomes such as [quantifiable results: increased graduation rates, reduced homelessness, legal representation, etc.].

Budget and Request

The total cost of this project is \$[amount]. We respectfully request \$[amount or range] from [Foundation's Name] to support [specific uses—staffing, training, materials, scholarships, etc.].

Closing

We believe our work aligns strongly with [Foundation's Name]'s priorities in [area—education, justice, poverty elimination, etc.], and we would welcome the opportunity to submit a full proposal.

Thank you for considering our inquiry. I look forward to the possibility of partnering with you to advance this important mission.

Sincerely,

[Your Full Name]

[Title]

[Organization Name]

[Email | Phone | Website]

-
- This format is **2–3 pages max** (ideally one full page).
 - It's clear, compelling, and funder-focused.
 - You can customize depending on the audience (corporate, foundation, government).

A filled-in sample LOI for Orpe Human Rights Advocates based on your homelessness/education programs so you can see how it looks in action.

A **Letter of Inquiry (LOI) template/format** you can use for first contact with potential funders. It's concise, formal, and covers the essentials:

Letter of Inquiry Format

[Your Organization's Letterhead]

[Date]

[Funder's Name]

[Title]

[Organization/ Foundation Name]

[Address]

[City, State, Zip]

Re: Letter of Inquiry – [Project/Program Title]

Dear [Funder's Name],

I am writing on behalf of **[Your Organization's Name]**, a [brief description of your organization: mission, who you serve, and where you work]. We are reaching out to explore potential partnership opportunities with **[Funder's Organization]**, given your commitment to [insert funder's focus area that aligns with your work].

Our proposed initiative, **[Project/Program Title]**, seeks to address **[the problem/need you are solving, backed by one or two compelling statistics or facts]**. Through this project, we aim to **[state overall goal in one sentence, e.g., reduce youth homelessness, improve access to education, expand vocational training, etc.]**.

Objectives

- [List 2–3 clear, measurable objectives, e.g.: “Provide vocational skills training to 200 homeless youth within 12 months.”]
- [Second objective.]
- [Third objective (if needed).]

Proposed Activities

We will achieve these objectives through **[briefly summarize key activities: training workshops, case management, housing support, advocacy, etc.]**. Our approach is rooted in

[explain briefly: evidence-based practices, community partnerships, human rights values, theory of change, etc.].

Expected Outcomes

With your support, [Organization’s Name] anticipates:

- [Outcome 1: measurable impact, e.g., “75% of participants gain stable employment.”]
- [Outcome 2.]
- [Outcome 3.]

Funding Request

We are seeking an investment of \$[amount] to launch and sustain this initiative. This support will directly contribute to [state how the funding will make a difference—e.g., empowering underserved communities, reducing poverty, restoring dignity to youth, etc.].

We would be honored to discuss this opportunity further and provide a full proposal at your convenience. Thank you for considering this request and for your leadership in advancing [insert funder’s mission focus].

Sincerely,

[Your Full Name]

[Your Title]

[Your Organization]

[Phone Number] | [Email Address]

[Website]

Adapt this LOI format specifically for Orpe Human Rights Advocates (with your mission of restoring dignity, reducing poverty, legal aid, and youth empowerment), so you have a ready-to-send version.

Here’s a **Letter of Inquiry (LOI) template/format** you can use for first contact with potential funders. It summarizes the essentials clearly and professionally:

Letter of Inquiry (LOI) Format

[Your Organization’s Letterhead]

[Date]

[Funder's Name]
[Title]
[Organization Name]
[Address]
[City, State, Zip]

Subject: Letter of Inquiry – [Program/Project Name]

Dear [Funder's Name],

1. Introduction & Connection

Introduce your organization briefly (mission, history, credibility) and explain why you are reaching out to this specific funder. Mention any alignment between their funding priorities and your mission.

2. Statement of Need

Briefly describe the problem or issue your organization addresses. Use key facts, statistics, or compelling stories to demonstrate urgency and relevance.

3. Proposed Project / Program

Summarize the project or initiative for which you are seeking funding:

- Purpose and goals
- Target population and geographic area
- Key activities or strategies
- Expected outcomes and impact

4. Organization's Capacity

Highlight your organization's strengths, past successes, partnerships, or unique expertise that make you well-positioned to carry out the project.

5. Request for Support

Specify the type and approximate amount of funding you are seeking (if appropriate). Clarify whether you are seeking program funding, general operating support, or partnership opportunities.

6. Closing

Thank the funder for their consideration, express interest in submitting a full proposal or meeting to discuss further, and provide your contact details.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]
[Phone Number]
[Email Address]

This format keeps the LOI **1–2 pages maximum**, which is standard for first contact.

A sample LOI tailored to Orpe Human Rights Advocates (for example, focusing on youth homelessness, education, and restoring dignity) so you can see it applied in practice.

Here's a **sample Letter of Inquiry (LOI)** tailored for **Orpe Human Rights Advocates**, focusing on **youth homelessness, education, and restoring dignity**:

Sample Letter of Inquiry (LOI)

Orpe Human Rights Advocates

[Your Address]
[City, State, Zip]
[Phone Number]
[Email Address]
[Website]

[Date]

[Funder's Name]

[Title]
[Foundation/Organization Name]
[Address]
[City, State, Zip]

Subject: Letter of Inquiry – Restoring Dignity Through Education & Skills Development for Homeless Youth

Dear [Funder's Name],

Orpe Human Rights Advocates respectfully submits this Letter of Inquiry to explore a potential partnership with [Foundation/Organization Name]. Our mission is to empower underserved communities and restore dignity to individuals facing poverty, homelessness, and human rights abuses through education, training, and advocacy.

Across the United States, youth experiencing homelessness face significant barriers to education and employment. Studies indicate that up to 90% of homeless youth do not complete high school, leaving them vulnerable to cycles of poverty, exclusion, and instability. Without intervention, many are denied the opportunity to achieve self-sufficiency and contribute meaningfully to society.

To address this crisis, we are launching the “**Restoring Dignity Program**”—a comprehensive initiative providing homeless and underserved youth with:

- **Educational support** (GED preparation, literacy, tutoring)
- **Vocational and professional skills training** (job readiness, leadership, digital literacy)
- **Wraparound services** (case management, mentorship, legal aid, and access to healthcare and housing resources)

Our goal is to help **500 homeless and underserved youth annually** transition from instability to stability by restoring their dignity through opportunity. This project builds on our experience in advocacy and community partnership, positioning us to deliver measurable and lasting impact.

We respectfully request consideration for a **grant of [\$XX,000]** to support the implementation of this program. Your foundation’s commitment to [insert funder’s mission alignment — e.g., “youth empowerment,” “poverty reduction,” or “educational equity”] directly aligns with our mission, and we believe this partnership can transform lives.

We would be honored to submit a full proposal at your request and to discuss this opportunity further. Thank you for your consideration and for your commitment to advancing equity and human dignity.

Sincerely,

[Your Name]

[Your Title]

Orpe Human Rights Advocates

This sample keeps it **clear, professional, and funder-focused**, while showing the **need, solution, and alignment**.

Adapt this into multiple versions (e.g., one short version for very strict 1-page LOIs and one more detailed version) so you can use them flexibly depending on the funder’s requirements.

Here’s a **Letter of Inquiry (LOI) format** that summarizes the essentials for first contact with potential funders. It’s concise, professional, and focused on building interest without overwhelming detail:

Letter of Inquiry (LOI) Format

[Your Organization’s Letterhead or Contact Information]

[Date]

[Funder’s Name]

[Title]

[Organization/Foundation Name]

[Address]

[City, State, Zip Code]

1. Introduction

- Briefly introduce your organization (name, mission, and core focus).
- State why you are writing (to explore potential partnership/funding for [specific program/project]).
- Establish alignment by noting a shared value or the funder’s known priority area.

Example:

“On behalf of Orpe Human Rights Advocates, I am pleased to introduce our organization and to explore opportunities for partnership with [Funder Name]. Our mission is to restore dignity and reduce poverty among underserved youth through education, vocational training, and human rights advocacy. We see strong alignment with [Funder’s] commitment to advancing equity and opportunity.”

2. Statement of Need

- Clearly define the problem your community faces (with a compelling fact or statistic).
- Explain why this issue is urgent and why your organization is positioned to address it.

Example:

“Youth experiencing homelessness face overwhelming barriers to education and employment. Studies show that between 63% and 90% of homeless youth do not complete high school, perpetuating cycles of poverty and exclusion. Without intervention, these young people risk being permanently marginalized.”

3. Project Description

- Outline the program or initiative you seek funding for.
- Describe goals, target population, and major activities (brief, not full proposal detail).
- Highlight what makes your approach unique or effective.

Example:

“Our **Restoring Dignity Program** provides educational support, professional skills training, and leadership development to homeless and at-risk youth. The program integrates mentorship, vocational skills, and rights-based empowerment, equipping participants to secure employment, continue education, and advocate for themselves.”

4. Expected Outcomes/Impact

- State the measurable results you aim to achieve.
- Emphasize long-term community impact.

Example:

“Over the next year, we aim to serve 200 youth, with at least 70% completing vocational certifications and 60% securing employment or re-enrolling in school. Beyond these immediate outcomes, our program restores dignity, resilience, and pathways to economic stability.”

5. Request & Next Steps

- Indicate the level of support you are seeking (if appropriate).
- Express willingness to provide a full proposal or further information.

Example:

“We respectfully request the opportunity to submit a full proposal for consideration of funding in the amount of \$50,000 to support this initiative. We would welcome the chance to discuss this further and share more details about our work.”

6. Closing

- Thank the funder for their time and consideration.
- Include contact information.

Example:

“Thank you for considering this inquiry. We value the important work of [Funder Name] and would be honored to explore a partnership in advancing opportunities for vulnerable youth. Please feel free to contact me at [phone/email] for more information.”

Sincerely,

[Name]

[Title]

[Organization]

Key Essentials of LOI:

- 1–2 pages only (concise).
- Align your mission with the funder’s priorities.
- Clearly state the need, your solution, and expected impact.
- Invite further conversation/proposal submission.

A **ready-to-use LOI for Orpe Human Rights Advocates** (with your mission and youth homelessness/skills training focus), so you can adapt it directly for funders?

*Here’s a **Letter of Inquiry (LOI) template/format** you can adapt for first contact with potential funders. It’s concise, professional, and structured to highlight your organization’s mission, the need, and your request.*

Letter of Inquiry (LOI) Format

[Your Organization Letterhead]

[Date]

[Funder’s Name]

[Title]

[Foundation/Organization Name]

[Address]

[City, State, Zip Code]

Re: Letter of Inquiry – [Project/Program Name]

Dear [Funder’s Name],

1. Introduction (Who You Are):

Introduce your organization in one short paragraph. State your mission, history, and the communities you serve. Example:

Orpe Human Rights Advocates is a nonprofit organization dedicated to restoring dignity and eliminating poverty through education, vocational training, legal aid, and leadership development for underserved and homeless youth in Maryland.

2. Statement of Need (The Problem):

Briefly describe the issue your project addresses, supported by a compelling fact/statistic.

In Maryland, thousands of youth experiencing homelessness lack access to education, vocational training, and legal support, leaving them trapped in a cycle of poverty and exclusion. Studies show that up to 90% of homeless youth do not complete high school, dramatically reducing their chances of long-term stability.

3. Project/Program Summary (The Solution):

Explain your proposed project or program, its objectives, and why it matters.

Our “Restoring Dignity Program” provides youth with professional skills training, legal advocacy, and holistic support services, including education access, housing stability assistance, and career development. Through this program, we aim to empower at-risk youth with tools to break the cycle of poverty.

4. Alignment with Funder’s Mission:

Demonstrate why your program aligns with the funder’s goals.

We believe this initiative aligns with [Foundation Name]’s mission to support [insert their priority area, e.g., education, poverty reduction, youth empowerment].

5. Funding Request:

Be clear about the request.

We respectfully request consideration for funding in the amount of **[\$amount]** to support [specific program/project or operating support].

6. Closing & Next Steps:

Invite dialogue and express gratitude.

We would be honored to provide additional details, including a full proposal and supporting materials, at your convenience. Thank you for your time and consideration of our request to partner in empowering youth and restoring dignity in our community.

Sincerely,

[Your Full Name]

[Your Title]

[Organization Name]

[Phone Number]

[Email Address]

[Website]

Tip: Keep your LOI to **1 page, maximum 2 pages**. Funders want it brief.

A **filled-in sample LOI** for *Orpe Human Rights Advocates – Restoring Dignity Program* using this exact format (with tailored stats and polished language)

Here’s a **Letter of Inquiry (LOI) format** you can adapt when making first contact with a potential funder. It’s short, professional, and summarizes essentials without overwhelming the reader:

Letter of Inquiry (LOI) Template

[Your Organization Letterhead or Logo]

Date: [Insert date]

To: [Funder’s Name]

Title/Position

Organization/Foundation Name

Address

City, State, Zip

Re: Letter of Inquiry – [Program/Project Name]

Dear [Funder’s Name],

On behalf of [Your Organization Name], I am writing to inquire about the possibility of funding support for our initiative, [Program/Project Title], which aligns closely with your mission to [insert funder’s focus/priority area—e.g., **advancing education, alleviating poverty, supporting youth development, etc.**].

About Us:

Founded in [Year], [Your Organization Name] is a nonprofit dedicated to [your mission statement in one sentence]. We serve [population/community], focusing on [briefly state core programs/services].

Statement of Need:

Despite progress, many [youth, families, community members, etc.] continue to face [describe the problem, with one or two data points if possible]. This gap demonstrates the urgent need for [your proposed solution].

Project Summary:

Our program, [Project Title], will [describe what you propose to do, how, and for whom]. The initiative seeks to [state goals/outcomes concisely]. We anticipate serving [# of people] within [geographic area/timeframe].

Alignment with Funder Priorities:

We believe our work complements **[Funder’s Name]**’s commitment to **[restate their mission/priority area]**. With your support, we can **[state the impact—e.g., expand services, scale outreach, improve outcomes]**.

Funding Request:

We respectfully seek **[state the amount or “support” if unspecified]** to help launch/expand this initiative. Funds will directly support **[staffing, training, program delivery, etc.]**.

Closing:

We would be grateful for the opportunity to submit a full proposal and share more about how this partnership can create lasting impact for **[community/beneficiaries]**. Thank you for considering this request.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]
[Phone Number] | [Email Address]
[Website]

Key Points for a Strong LOI:

- Keep it to **1–2 pages max**.
- Personalize to the **funder’s priorities**.
- Focus on **alignment and impact**.
- Clear **funding request** without detailed budgets (that comes later).

A **Letter of Inquiry (LOI) template/format** that summarizes the essentials for first contact with potential funders:

Letter of Inquiry (LOI) Format

[Your Organization’s Letterhead]

Date

[Funder’s Name]

[Title]

[Organization/Foundation Name]

[Address]

[City, State, Zip]

1. Opening / Introduction

- Introduce your organization (name, mission, brief background).
- State how you learned about the funder or why you are contacting them.
- Clearly state your purpose: to request consideration for funding/support.

Example:

On behalf of **Orpe Human Rights Advocates**, I am pleased to submit this Letter of Inquiry to explore partnership opportunities with **[Funder's Name]** in advancing education, skills development, and dignity restoration for underserved youth and families experiencing homelessness.

2. Statement of Need

- Briefly describe the problem/issue your program addresses.
- Provide local or national data/statistics to highlight urgency.
- Show why this issue matters and aligns with the funder's mission.

Example:

Youth experiencing homelessness face significant barriers to education and employment. Studies reveal that up to 90% of homeless youth fail to complete high school, perpetuating cycles of poverty and exclusion. Addressing this urgent challenge requires both practical skills training and holistic support systems.

3. Program / Project Description

- State the name of your program/project.
- Summarize goals, objectives, and major activities.
- Highlight what makes your approach unique or innovative.

Example:

Our **Restoring Dignity Empowerment Program** provides vocational training, leadership development, and wraparound support services—including education access, legal aid, and mental health counseling. Guided by a human rights and empowerment framework, the program equips participants with skills to break the cycle of poverty and secure meaningful livelihoods.

4. Outcomes & Impact

- Explain anticipated results and measurable impacts.

- Show how lives will change because of the program.

Example:

We anticipate serving **250 youth and families** in the first year. Expected outcomes include:

- 75% completing vocational training and securing employment.
 - 60% re-enrolling in education or GED programs.
 - Increased resilience, self-advocacy, and community leadership.
-

5. Organizational Capacity

- Highlight your organization’s experience and qualifications.
- Mention past successes, partnerships, or relevant track record.

Example:

For over **10 years**, Orpe Human Rights Advocates has partnered with community organizations, schools, and shelters to provide holistic empowerment programs. Our team combines expertise in education, human rights, and community development to ensure sustainable results.

6. Funding Request

- State the amount requested (or range).
- Specify how the funds will be used.

 *Example:*

We respectfully request **\$50,000** to expand training facilities, provide educational materials, and support wraparound services for vulnerable youth and families.

7. Closing

- Reiterate gratitude and interest in partnership.
- Invite the funder for further discussion or to request a full proposal.

Example:

We would be honored to explore how **[Funder’s Organization]** and Orpe Human Rights Advocates can work together to restore dignity and opportunity for underserved youth. Thank you for considering our request—we look forward to the possibility of submitting a full proposal at your convenience.

Sincerely,

[Your Full Name]

[Your Title]

[Organization Name]
[Phone] | [Email] | [Website]

This format is **1–2 pages max**, professional, and funder-friendly.

Do you want me to **fill this template with real data/statistics about youth homelessness and education** (with citations) so you can use it directly with funders?

You said:

yes

ChatGPT said:

Certainly! Below is a **Letter of Inquiry (LOI)** tailored for **Orpe Human Rights Advocates**, incorporating recent statistics on youth homelessness in Maryland and the United States. This LOI is designed to engage potential funders by highlighting the urgency of the issue and the alignment of your program with their mission.

Orpe Human Rights Advocates

[Your Address]
[City, State, Zip]
[Phone Number]
[Email Address]
[Website]

[Date]

[Funder's Name]

[Title]
[Foundation/Organization Name]
[Address]
[City, State, Zip]

Re: Letter of Inquiry – Restoring Dignity Through Education & Skills Development for Homeless Youth

Dear [Funder's Name],

On behalf of **Orpe Human Rights Advocates**, I am writing to explore a potential partnership with **[Foundation/Organization Name]** to address the pressing issue of youth homelessness through our **Restoring Dignity Program**. Our mission is to empower underserved communities by providing education, vocational training, and advocacy, thereby restoring dignity and reducing poverty.

Need Statement:

Youth homelessness remains a critical concern both nationally and in Maryland. According to the National Conference of State Legislatures, approximately 4.2 million youth, young adults, and teens experience homelessness annually in the United States, with 700,000 being unaccompanied minors. These young individuals often face significant barriers to education and employment, perpetuating cycles of poverty and exclusion. In Maryland, the 2023 HUD Point-in-Time Count reported 302 individuals aged 18 to 24 experiencing homelessness, underscoring the urgency of targeted interventions for this demographic.

Program Overview:

Our **Restoring Dignity Program** aims to serve 500 homeless and underserved youth annually by providing:

- **Educational support** (GED preparation, literacy, tutoring)
- **Vocational and professional skills training** (job readiness, leadership, digital literacy)
- **Wraparound services** (case management, mentorship, legal aid, and access to healthcare and housing resources)

By equipping participants with the necessary tools and support, we aim to facilitate their transition from instability to stability, fostering self-sufficiency and community engagement.

Alignment with [Foundation/Organization Name]:

We believe that our program aligns with [Foundation/Organization Name]'s commitment to [insert funder's mission alignment — e.g., “youth empowerment,” “poverty reduction,” or “educational equity”]. Your support would enable us to expand our reach and enhance the impact of our services, contributing to the shared goal of creating equitable opportunities for all youth.

Funding Request:

We respectfully request consideration for a grant of **\$50,000** to support the implementation and expansion of the **Restoring Dignity Program**. These funds will be allocated to program delivery, staff training, and the provision of essential resources for participants.

We would be honored to submit a full proposal and discuss this opportunity further. Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

Orpe Human Rights Advocates