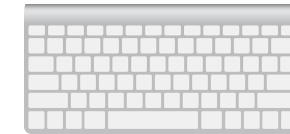


Follow this checklist to successfully submit a letter of inquiry:



**QUESTIONS?**  
[applications@joycefdn.org](mailto:applications@joycefdn.org)



**PRO TIP:** Go to the **Organizations** folder to submit requests to update the pre-populated information from registration.

**TheJoyceFoundation**

### INFORMATION

How To Apply

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Organizations

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### REQUESTS

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Payments Scheduled

Payments Paid

Submit LOI



To begin an LOI, review the [How to Apply](#) page prior to starting the process. You may access the LOI form in Word to review questions beforehand. We recommend reviewing the how-to guides or videos ahead of time to assist you with your submission.

- ✔ A Letter of Inquiry must precede a full proposal. To begin the LOI process, click on the [How to Apply](#) section.
- ✔ Click on [Submit LOI](#) at the bottom left corner of the navigation bar to open a new form.
- ✔ During the submission process, click the [Save](#) button often to ensure your data will not be lost. **The portal does not auto-save.**
- ✔ Complete the [Project Overview](#) section with all required fields. Please review all instructions for the coding fields carefully, such as Program Area, Geographical Area Served, and Population Served, which require you to estimate how grant funds would be spent using percentages.
- ✔ Complete the [Project Narrative](#) section using the Word version of the form to save your draft and check that your responses are within the character limits.
- ✔ If you need to return to a draft application at a later time, **save your work before exiting**. When you log back in to the portal, locate the record under [Drafts](#) and click on [Edit](#) to continue updating your LOI. Joyce staff can see saved drafts, but we don't expect to review them until they are complete!
- ✔ After you click [Submit](#), a [Note to Submit LOI](#) dialog box will open. No need to add text here, just click [OK](#).
- ✔ Click [Submit LOI](#) when you are ready for Joyce Foundation staff to review.