




# PALLOTTINE FOUNDATION OF BUCKHANNON, WEST VIRGINIA

## Online Grant Management System

### Submitting a Letter of Inquiry

# Submitting a Letter of Inquiry

Palottine Foundation of Buckhannon

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LOI Preview As Applicants ▾ Question List

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**Fields with an asterisk (\*) are required.**

▼ Program/Project Statement

**Program/Project Name\***  
Name of Project.

**Organization Mission Statement\***

✓ 500 characters left of 500

**Program/Project Description\***  
Briefly describe the project or program for which you are seeking funding.


**Target Population\***  
Briefly describe the population your project will target.

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There are a series of questions that must be answered in order to submit your Letter of Inquiry. Please answer each question completely but concisely, paying attention to the question character limits. Required questions are marked by an asterisk.

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**Target Population\***  
Briefly describe the population your project will target.

**Primary Location\***  
Please select the primary location of your Organization.

Barbour  
 Lewis  
 Randolph  
 Upshur  
 Webster  
 Other

**Counties Served\***  
Select all of the counties where services will be provided under this project.

Barbour  
 Lewis  
 Randolph  
 Upshur  
 Webster

**Project Goals and Objectives\***  
List desired goals for your project.

✓ 1,000 characters left of 1,000


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Continue to answer the questions until you reach the submit button.

The system saves your responses as you proceed through the application.

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**Timeline\***  
Provide a timeline for achieving the project goals.

✓ 500 characters left of 500

Upload a file [1 MiB allowed]

**Supporting Data**  
Provide any supporting data relevant to your project.

✓ 500 characters left of 500

Upload a file [1 MiB allowed]


**Funding Priority Alignment\***  
Explain how the proposed project aligns with PFB's current funding priority, mission, and vision.

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Continue to answer the questions until you reach the submit button.

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**i** Fields with an asterisk (\*) are required.

> Program/Project Statement

▼ Grant Funding Request

**Annual Budget\***  
What is the total annual budget for your organization for the fiscal year most closely aligned with the grant period for which you are seeking funding?  
\$

**Total Project Cost\***  
What is the total cost of your project?  
\$

**Total Funding Request\***  
What is the total amount of your funding request from PFB?  
\$

**Other Support\***  
List other funders providing support for this request. Please include any community support or in-kind donations.


> LOI Agreement & Electronic Signature

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Continue to answer the questions until you reach the submit button.

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**i** Fields with an asterisk (\*) are required.

▸ Program/Project Statement

▸ Grant Funding Request

▼ LOI Agreement & Electronic Signature

**LOI Agreement\***  
By entering your signature and information below and clicking "I Agree", you certify that the statements included in this Letter of Inquiry are true and correct to the best of your knowledge and belief.  
 I Agree

**Electronic Signature\***  
Please enter your first name, last name, title, and date of submission.

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An “Electronic Signature” is required prior to submitting your Letter of Inquiry.

Once you hit the “Submit” button, you will be able to view your LOI but you will not be able to make any changes.



# Congratulations!

You have completed your Letter of Inquiry submission to the PFB through its Online Grant Management System.

Your LOI will be reviewed by the Pallottine Foundation of Buckhannon and you will be notified if approved to move forward to submit a full application.