

## Formatting

- ❖ Letters of Inquiry (LOIs) should be typed in 12-point font (Times New Roman or similar) with one-inch margins
  - ❖ LOIs should be submitted in one PDF file that includes cover sheet, letter and attachments
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## Cover Sheet – 1 page

1. Letter date
  2. Organization name and contact information (full address, contact name, email address, phone number, and website)
  3. Federal tax-exempt number
  4. Dollar amount and terms (one, two or three years) of funding request
  5. 1-2 sentence executive summary of funding request
  6. KLA Foundation Education Equity Fund Focus Area that most closely aligns with your programming
    - a. Advancing Access with a Focus on STEM
    - b. Advancing Emotional Wellbeing
    - c. Advancing Systems
  7. Total current organizational budget
  8. Total project budget
  9. Name of KLA office(s) that are within your service area
  10. KLA employee who referred you to the Education Equity Fund (if applicable)
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## Letter Text – No more than 2 pages

1. Provide an overview of your organization – history, mission, and recent accomplishments
  2. Briefly describe the program you are seeking support for
    - a. What results are you committed to achieving?
    - b. How do you intend to accomplish this?
    - c. What is the timeline for these results?
    - d. What evidence will prove your success?
    - e. What population will benefit from this support?
  3. Provide an overview of how this program aligns with the KLA Foundation Education Equity Fund’s focus areas and goal to advance equity in education
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## Attachments

1. Organizational budget
  2. Project budget
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## Submission

- ❖ Applications must be submitted as one PDF file via email to [foundation@kla.com](mailto:foundation@kla.com)
  - ❖ A confirmation email will be sent within 48 hours of receipt
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## 2023 Timeline

Accepting LOIs	Monday, March 20 through Friday, April 14 (11:59pm PST)
Invitation to Apply Extended	Friday, April 28
Application Deadline	Friday, May 26 (11:59pm PST)
Awards Announced	Friday, June 16
Funds Disbursed	July