

AETNA FOUNDATION LETTER OF INQUIRY GUIDELINES

Please use the following guidelines as a tool/reference to submit a Letter of Inquiry through our online granting system. Fields (Contact, Organization and Proposal) are listed in the order in which they appear in the online application.

Each application field includes a character limitation. For your planning purposes, we expect the Letter of Inquiry would not exceed three pages if printed.

You will need to know your Tax ID Number. Note: Once in the system it will not display within the application, however, it will be viewable to the Aetna Foundation staff.

CONTACT INFORMATION

Include the following two names in your entry: Executive Director and the Program/Project Director/Manager. Contact information should include name, telephone number and e-mail address.

ORGANIZATION INFORMATION

The following fields will be populated from the IRS database: Legal Name of Organization (the Tax ID Number Owner), Address, City, State and Postal Code. You will need to complete the Telephone Number and Website Address fields, which are required in our online granting system.

BACKGROUND AND MISSION:

Provide background on the organization (proposed grantee), including a brief summary of history, mission, expertise/experience and qualifications to carry out the proposed project.

RELATIONSHIP/PAST INVOLVEMENT WITH AETNA:

Identify any relationship your organization has with Aetna or the Aetna Foundation, including Aetna employee involvement.

PROPOSAL INFORMATION

In addition to the information requested below, the following application fields are required: Program Area (drop-down box), Project Title, Project Start and End Date, Total Request Amount, and the State(s) Served.

PROJECT SUMMARY/OVERVIEW FOR PUBLIC USE:

The project summary/overview provides reviewers with a succinct description of the proposed project. State the broad objectives and specific aims, stressing their significance and relevance to the priority areas for the Aetna Foundation.

Please note: This summary may be used as part of our review process.

PROJECT DESCRIPTION:

- State the problem and background leading to the present proposal.
- Describe the purpose of the project.
- Describe the project design, key components and activities, stages of work, methods, length of time for the project, etc.
- Describe the project's targeted audience(s).
- Describe measures of success and plans for evaluation.

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- Describe expected outcomes and uses.
- Describe your plans to disseminate results, finding and/or key learnings.
- Describe your communications plans and activities.
- Identify key individuals and collaborators conducting the project.
- State the total amount being requested from the Aetna Foundation. Include total amount for the project if request is for partial funding of the project; and indicate other funders, if any.

BRIEF BUDGET AND EXPLANATION:

Budget for this grant request should show estimated income and expenses; and include a reasonable and justifiable budget for the proposed project, including amount requested and a brief explanation of each budget line item. **Indirect costs should be reflected in the total amount requested and will not be covered in excess of 15% of direct costs.**

HOW DID YOU LEARN ABOUT FUNDING OPPORTUNITIES AVAILABLE AT THE AETNA FOUNDATION?

Please advise how you were made aware of funding opportunities (i.e., website, Aetna Foundation communication (listserv), etc.)

PREVIOUS FUNDING:

If you have been funded by Aetna/Aetna Foundation in the past 24 months, are you up to date with your reporting requirements (i.e., have you submitted your impact report)?

Please provide the project title, grant amount, and project lead for the most recently funded Aetna/Aetna Foundation grant with 3-5 key results and impact that can be shared with the public.

ADDITIONAL INFORMATION:

Provide any additional information you deem helpful to the Aetna Foundation in assessing your application.