

## Grantwriting Sample: Letter of Inquiry

Date: Month Day, Year  
Organization Name: ABC Direct Service Nonprofit  
Executive Director: EXECUTIVE DIRECTOR NAME  
Contact Person: NAME, TITLE, EMAIL

**Mission:** ABC Direct Service Nonprofit provides housing and wraparound services that empower homeless young mothers and LGBTQ young people to live life forward.

**Project for Support:** Project support of \$XX,XXX for the DIRECT SERVICES Program will support trauma-informed care for homeless young people, and build the skills needed for housing stability. Thank you for your consideration.

### **We Are**

ABC Direct Service Nonprofit began in 1989 with a transitional shelter for homeless mothers and their children. In 2011, we opened our first LGBTQ young adult supportive housing site, and opened our second in 2015. At each location, we provide housing and support services including case management, life skills, counseling and referrals. Our DIRECT SERVICES Program is a core component of our direct services; the program builds skills for housing stability, and promotes healing and increased independence.

Our residents come from all five boroughs, and all are very low income or formerly homeless. ABC Direct Service Nonprofit is an agency staffed primarily by persons of color serving communities of color; 50% of our residents identify as Black and 37% as Latinx. Our respect for diversity and inclusivity drives our commitment to be actively antiracist, strive for equity and provide respectful care.

### **We Serve**

- **Young Families:** Over two-thirds of persons living in New York City shelters are families with children. The single mothers we serve are ages 18 to 24 with an average child age of 21 months—these moms are the youngest heads of household in the shelter system. In addition to suffering the trauma of homelessness, two-thirds are survivors of domestic or family violence. Many struggle to avoid unhealthy relationships, and to break cycles of violence and homelessness in their families. Thirty-eight percent of the young mothers lived in a shelter during their childhoods.
- **LGBTQ Young Adults:** LGBTQ youth become homeless at a younger age and are homeless longer. The average age when the City's LGBTQ youth first became homeless is 14 years old. The young adults entering our supportive housing are 18 to 24 years old. Fifty-four percent experienced family abuse. Sixty-five percent experienced family rejection. Eighty percent of our LGBTQ young adult residents have serious mental illnesses and/or diagnosed substance use disorders

### **Project for Support: DIRECT SERVICES Program**

The DIRECT SERVICES Program is a collection of workshops, classes and counseling that helps homeless young people navigate their unique challenges as they enter adulthood. The program helps them build the skills to achieve and maintain housing stability. Workshops include Independent Living Skills (menu planning, shopping, housekeeping, and household budgeting), financial literacy, nutrition, healthy relationships and abuse prevention, early

childhood development, and positive parenting. We offer onsite educational and vocational assessments, high school equivalency programs, and referrals for job training and placement.

ABC Direct Service Nonprofit requests \$XX,XXX for personnel and special programming to address the intersecting traumas of homelessness and abuse.

#### Annual Budget for DIRECT SERVICES Program

- Three DIRECT SERVICE Program Managers – Salary: \$XXX,XXX
- Fringe Benefits: \$XX,XXX
- Administrative Overhead: \$XX,XXX
- Total: \$XXX,XXX

#### **We Offer: Housing and Support Services**

- **Housing:** At any given time, our Manhattan location is home for 54 young families. Our LGBTQ supportive housing is affordable housing with onsite support services designed for homeless LGBTQ young adults. Each LGBTQ housing site offers fully furnished studio apartments with affordable rent where residents can rebuild their lives and work toward self-sufficiency. Each of our two LGBTQ sites is home for 30 young people.
- **DIRECT SERVICES:** The DIRECT SERVICES Program is a key component of our direct services. The program builds skills needed for housing stability, and promotes healing and increased independence. Each location has its own DIRECT SERVICES Program Manager who works with young adult residents to help them overcome emotional barriers and set achievable goals.
- **Case Management:** Our case managers ensure residents access all available benefits including health care, Medicaid, Social Security Disability Insurance, and food assistance. Many LGBTQ young adult residents do not have supportive local family. We advocate for residents with doctors and city services, and when they need hospitalization or inpatient behavioral health care.
- **Behavioral Health:** Our licensed clinical social workers provide onsite individual and group counseling, and offer referrals for substance use and mental health concerns. . Most of the young mothers are survivors of domestic or family violence. Our staff help mothers break the cycle by building their confidence and developing emotional tools to manage responsibility for their children's lives as well as their own. Because many LGBTQ young adults experience family rejection and abuse leading to behavioral health and substance use issues, we use a harm reduction model where current sobriety (although encouraged and supported) is not required for residency.
- **Group Activities:** Group activities foster connectedness within sites and in the larger community. Social activities create opportunities to model and practice sober interactions with peers. Group activities also build housing stability skills like being a responsible and considerate tenant.

**Outcomes:** At the end of each year, we expect the following outcomes...

- 250 homeless young mothers (with 360 children ages newborn to seven) receive safe, temporary housing and direct services that allow them to transition to permanent housing and self-sufficiency

- 60 LGBTQ young adults with a history of homelessness maintained long-term, affordable housing in an affirming environment with wraparound services until able to move to more independent housing

Although we receive funding through GOVERNMENT FUNDER, it falls short of meeting the needs for high-quality care. Private donations fund the salaries of three site-specific DIRECT SERVICE program managers, and expenses inadequately covered by city contracts. Our staff is small but dedicated to providing individualized care. We are careful stewards of funds—87% of support goes directly to programs.

Might our organization align with your funding priorities? We would appreciate an invitation to present a full proposal. CONTACT NAME, TITLE, can best be reached at EMAIL. ABC Direct Service Nonprofit looks forward to the opportunity to partner with FUNDER to provide a nurturing home where homeless young people can heal and thrive. Thank you for considering our inquiry.