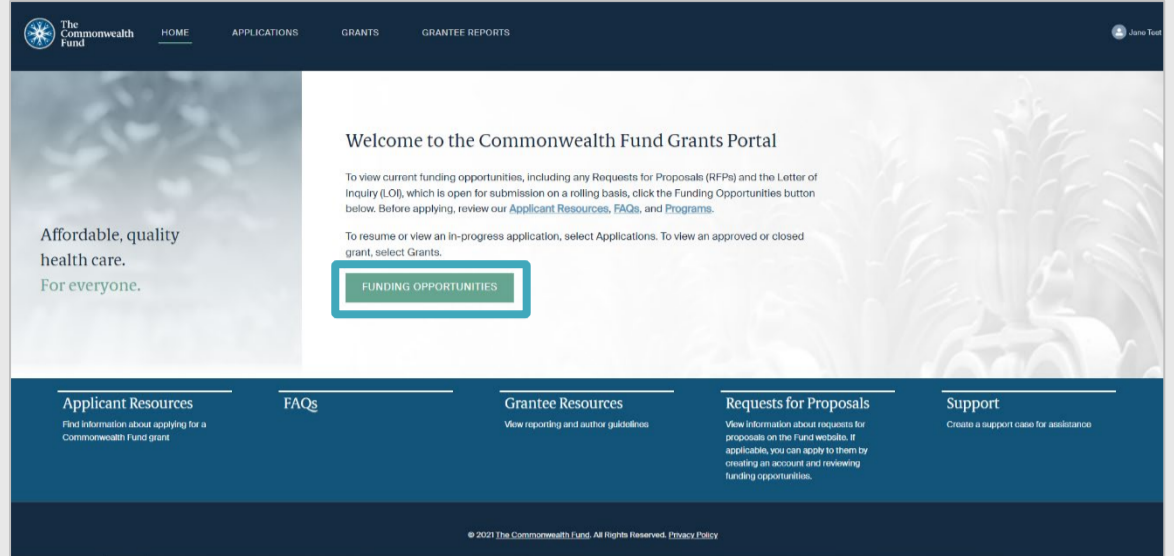


LOG IN TO BEGIN AN LOI

1. Log into the Grants Portal: [Home \(force.com\)](https://force.com)
2. Before applying, review the [Grants](#) guidelines and [FAQs](#).
3. To begin an LOI click on the **Funding Opportunities** button. To view a sample LOI form, [click here](#).

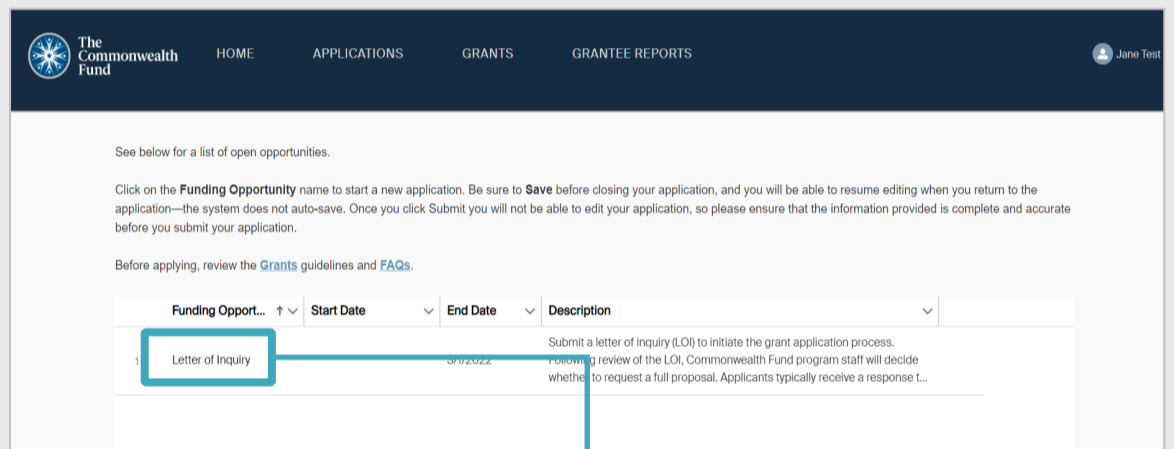


COMPLETE AN LOI

1. Select the link for **Letter of Inquiry**.
2. Verify your **Contact Information**. If your **Title** and/or **Organization** affiliation have changed, contact grants@cmwf.org or [submit a support case](#).
3. Complete all required fields under the **Project Description** section including: **Are you the Project Director?**, **Total Estimated Budget**, **Project Title**, and **Project Description**.

At the LOI stage, the Commonwealth Fund does not require a full budget or other supporting documents, aside from the detailed project description. The length of the project description should be no more than 3 pages of a Word document (approximately 2,500 words) with 12-point font. The LOI should present information clearly and concisely.

Be sure to **Save** before closing your application, and you will be able to resume editing when you return to the application—the system does **not** auto-save. Once you click **Submit** you will not be able to edit your application, so please ensure that the information provided is complete and accurate before you submit it.



LETTER OF INQUIRY

CONTACT INFORMATION

If the following Title and/or Organization affiliation have changed, contact grants@cmwf.org or [submit a support case](#).

<p>Name</p> <input type="text" value="Jane Test"/>	<p>Title</p> <input type="text" value="Project Director"/>
<p>Organization Name</p> <input type="text" value="Doshi Test Organization"/>	

PROJECT DESCRIPTION

<p>Request Number</p> <input type="text" value="202211660"/>	<p>* Are you the Project Director?</p> <input type="text" value="select"/>
<p>Commonwealth Fund Contact (not required)</p> <input type="text"/> <p><i>If you have been in contact with a Commonwealth Fund staff member prior to submitting this LOI, provide the name of your Fund contact.</i></p>	<p>* Total Estimated Budget</p> <input type="text"/> <p><i>Estimate the total budget requested from the Commonwealth Fund.</i></p>
<p>* Project Title</p> <input type="text"/>	

* Detailed Project Description:
At the LOI stage, the Commonwealth Fund does not require a full budget or other supporting documents, aside from the detailed project description. The length of the project description should be no more than 3 pages of a Word document (approximately 2,500 words) with 12-point font.

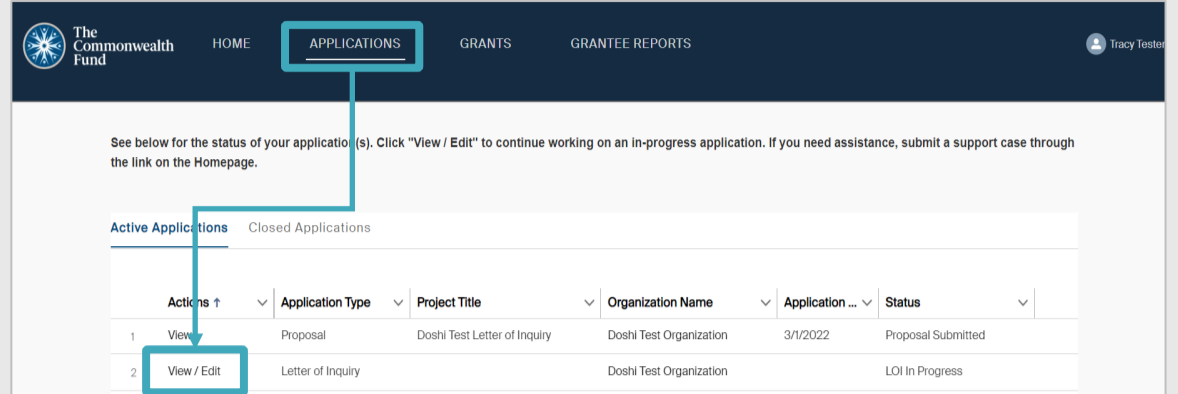
- Please provide a detailed description of your project, including the following:
- Statement of problem and purpose of grant
 - Description of project's targeted audience(s)
 - Project design, including schedule and work plan
 - Description of project's expected outcomes
 - Estimated total project cost and total amount requested from the Commonwealth Fund
 - Organization staffing and financial resources

SAVING AND SUBMITTING AN LOI

1. If you **save** your LOI before submitting it, you can access it under the **Applications** section of the portal. Go to **Active Applications** and click on **View/Edit** to continue working on an in-progress application.
2. Once all information is complete, click **Submit**.
3. Once you submit an LOI, you will receive an email from The Commonwealth Fund with the subject line **“Thanks for submitting your LOI to the Commonwealth Fund.”**

Following review of the LOI, Commonwealth Fund program staff will decide whether to request a full proposal. Applicants typically receive a response to their LOI within one month, and often sooner.

Note: If you do not receive the email after submitting an LOI, please check your spam folder. For additional assistance, contact grants@cmwf.org.



SUBMITTING A SUPPORT CASE

1. Use the [Support function](#) which can be found in various sections of the portal including the footer of the homepage to submit a case for assistance.
2. Complete all required fields, including: **Type**, **Subject** and **Description**. Then, click **Submit**. You will receive a response within one business day.

