INSTRUCTIONS FOR SUBMITTING A LETTER OF INQUIRY

DEADLINE: SEPTEMBER 9, 2019

HOW TO APPLY

1. **Review the Spark Justice Fund Funding Priorities (http://bit.ly/SJF2019fundingpriorities) and FAQs (http://bit.ly/SJFfaq2019).**

2. **Create an account or log on:** We use an online proposal system that can be accessed here: https://www.grantinterface.com/Home/Logon?urlkey=borealisphilanthropy
   - New Users: please click on "Create New Account" to complete the registration process and create your login credentials. Be sure to keep this login information for your organization's records. *TIP: This email address is the one we will use to communicate with you if we have questions, which sometimes require immediate response. We suggest using an email address that is available to anyone at your organization who needs to access the application.*
   - Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.
   - Not Sure? If you think that you or someone at your organization has already registered in the system, DO NOT create a new account. Please contact Tashie Sloley, Senior Grants Manger, at tsloley@borealisphilanthropy.org to receive your username and password.

3. **Begin your application:**
   Upon logging in select "apply" from the upper menu, then select "Spark Justice Fund_General Operating_Y2" and click "apply."

   Please note that groups have the option of submitting either written responses or oral responses. Oral responses can be submitted by providing a URL link (for each question) to an audio or video file on any platform, such as YouTube, Vimeo, or Dropbox. Regardless of whether you choose to submit written or oral responses, you must submit the online application and provide individual answers to each question and make sure it is clear which question you are answering.

4. **Complete and submit your application by September 9, 2019:** Unfinished applications can be accessed using the same link:
   https://www.grantinterface.com/Home/Logon?urlkey=borealisphilanthropy

If you have any questions about your Spark Justice Fund LOI, please contact sparkjustice@borealisphilanthropy.org