|  |  |  |
| --- | --- | --- |
| **New Logo 6.29.11.JPG Charitable Outreach**  **Letter of Inquiry** | | |
| **Organization and Primary Contact Information** | | |
|  | | |
| **Organization** | | |
|  |  |  |
|  | Organization name: |  |
|  |  |  |
|  | Address: |  |
|  |  |  |
|  | City: |  |
|  |  |  |
|  | State: |  |
|  |  |  |
|  | Zip: |  |
|  |  |  |
|  | Web site address: |  |
|  |  |  |
|  | Phone number: |  |
|  | Please format as: (xxx) xxx-xxxx. |  |
|  |  |  |
| **Primary Contact (This individual will be designated as the primary contact by the Foundation for questions or follow-up relating to this letter of inquiry.)** | | |
|  |  |  |
|  | Prefix: |  |
|  |  |  |
|  | First name: |  |
|  |  |  |
|  | Last name: |  |
|  |  |  |
|  | Job title: |  |
|  |  |  |
|  | Email address: |  |
|  |  |  |
|  | Phone number (if different from organization's phone number): |  |
|  | Please format as (xxx) xxx-xxxx. |  |
|  |  |  |
| **Tax Status Information** | | |
|  | Legal name of applicant organization: |  |
|  |  |  |
|  | Tax status: |  |
|  |  |  |
|  | Tax ID number: |  |
|  |  |  |
|  | Tax registration date: |  |
|  |  |  |
|  | Year organization was founded: |  |
|  |  |  |
| **Organization Background** | | |
|  | Organization history: (100-150 words) |  |
|  |  |  |
|  | Organization mission: |  |
|  |  |  |
|  | Primary organization activities: |  |
|  |  |  |
|  | Number of people served last year: |  |
|  |  |  |
|  | Board Members: (names and positions) |  |
|  |  |  |
|  | Organization budget size: |  |
|  | $5M and over  $1.2M-$5M  $250K-1.2M  Under $250K |  |
|  | Ending date of most recently completed fiscal year: |  |
|  | Please format as: xx/xx/xxxx. |  |
|  |  |  |
|  | Current or Audited Financials: (Audited Preferred) May be attached. |  |
|  |  |  |
|  | Profit/Loss Statement: May be attached. |  |
|  |  |  |
|  | Total expenses for most recently completed fiscal year: |  |
|  |  |  |
|  | Have you had an operating deficit within the last three years? (Yes/No) |  |
|  | If "Yes," please explain the circumstances and cause. |  |
|  |  |  |
| **Project Design and Logistics**  *(If request is for a specific project other than general operating funds)* | | |
| **Project Design** | | |
|  |  |  |
|  | Project title: |  |
|  | Limit to ten words or less. |  |
|  |  |  |
|  | Project description: |  |
|  | Please explain the purpose of your project, the activities needed to accomplish the project, and what your organization has done to prepare for the project. Limit your response to 1,000 words or less. |  |
|  |  |  |
|  | Qualifications of project leadership: |  |
|  | Please describe the relevant experience and attributes of the project leaders. |  |
|  |  |  |
|  | Briefly, what will Foundation funds be used for? |  |
|  |  |  |
| **Project Logistics** | | |
|  |  |  |
|  | Proposed project start date: |  |
|  |  |  |
|  | Proposed project end date: |  |
|  |  |  |
|  | Geographical area project will serve: |  |
|  |  |  |
|  | Number of people project will serve: |  |
|  |  |  |
|  | Description of target population to be served: |  |
|  |  |  |
| **Project Budget, Outcomes, and Alignment with Foundation Priorities** | | |
|  | Total project budget: |  |
|  | Please format as $x,xxx. |  |
|  |  |  |
|  | Total amount requested from the Foundation: |  |
|  | Please format as $x,xxx and include what percentage the request is of the overall operating budget. |  |
|  |  |  |
|  | Amount raised to date (including commitment of applicant funds): |  |
|  | Briefly list sources of amounts raised. |  |
|  |  |  |
|  | How will remaining funds be raised? |  |
|  |  |  |
|  | How will the project be financially sustained after the Foundation grant ends? |  |
|  |  |  |
| **Project Outcomes and Alignment with Foundation Priorities** | | |
|  |  |  |
|  | How does your project advance the Foundation's goals for this issue or area? |  |
|  |  |  |
|  | How will the project benefit the community/your clients? |  |
|  |  |  |
|  | What specific measurable outcomes will result from the project? |  |
|  |  |  |
|  | How will project outcomes be evaluated or assessed? |  |
|  |  |  |