

Letter of Inquiry Proposal Summary

Please limit to one page, single-spaced, minimum 12-point font, and include the following:

- I. Project Description
 - A. What will be done and why?
 - B. Who will be involved?
 - C. Who will be impacted?
 - D. How will the project be implemented?
 - E. When will the project begin and end?
- II. Use and amount of funds requested, i.e. staff costs, consultant fees, materials, etc.
- III. One or more measurable outcomes that you expect to achieve

Revised 6/30/10