

## Letter of Inquiry Form

*Please email completed form, along with the responses to the points on page 2, to [info@morganfamilyfdn.org](mailto:info@morganfamilyfdn.org) on or before January 4 or August 1. If printing, use the "best quality" setting for any documents to be scanned, and check for legibility. You will be notified via email whether or not you are invited to submit a full proposal.*

### Organization Information

Legal name of organization

Other name, if different

Street address

P.O. Box

City

State

Zip

Employer Identification Number (EIN)

Phone

Fax

Web site

Name of top (paid) staff

Title

Phone

E-mail

Name of contact person regarding this application

Title

Phone

E-mail

Is this organization an IRS 501(c)(3) public charity?    Yes    No

If yes, is this organization an IRS 509(a)(3) supporting organization?    Yes    No

If not a 501(c)(3), is this organization a public agency/unit of government?    Yes    No

If not a 501(c)(3) public charity or unit of government, list name of fiscal sponsor

Fiscal sponsor's EIN number

Please give a 2-3 sentence summary of organization's purpose:

### Proposal Information

Please give a 2-3 sentence summary of request:

Population served

Geographic area served

Funds are being requested for (check all that apply):

General operating support

Start-up costs

Capital

Project/program support

Technical assistance

Other (list)

Project start-end dates (if applicable)

Fiscal year end (MM/DD/YY)

### Budget

Dollar amount requested: \$

Total annual organization budget: \$

For requests other than general operating support, what is the total project budget? \$

### Authorized By

Name of top paid staff or board chair

Title

Date

**Letter of Inquiry Proposal Summary**

If printing, please use a separate sheet, limit your responses 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