

August 25, 2003

## GRANT APPLICATION - LETTER OF INQUIRY

Please include the following:

Date of Application	Fax Number
Name of Individual or Organization	E-Mail Address
Address	Contact person
Telephone Number	Grant Amount Requested

Please answer each of the following questions in a maximum of three (3) sentences per question. **We will return any application that does not adhere to this guideline.**

1. Describe the project for which you are requesting funding.
2. Describe the population that will be involved by your project.
3. Describe yourself/organization. Briefly state the work you currently do.
4. Please state the dollar amount of your total budget for 2002 and for 2003. Please state the main sources of income by categories (government grants, private foundations, individuals, outreach fundraising, etc.).
5. Describe your anticipated outcome(s) following the completion of your project. How do you plan to measure this?
6. What is your total budget for the project that is the subject of this application?
7. How will the grant proceeds be used to achieve your outcome(s)?

**Mail or fax this Letter of Inquiry to us by September 22, 2003. We do not accept Letters of Inquiry by return e-mail. If we have additional questions one of our Board Members may contact you. We will notify you of our decisions no later than December 1, 2003 and anticipate distributing grant proceeds by December 31, 2003.**

Thank You.