

Letter of Inquiry

Some grantmakers will request that interested applicants first send a letter of inquiry, or intent to apply, by post mail or email. This is an opportunity to save you time. The grantmaker can determine if your purpose for seeking funds fits their current priorities before you take the time to write a full proposal. The letter should be 1-2 pages.

Letters of Inquiry should include the following information:

* One sentence statement of the amount requested and proposed activity.
* An overview of the purpose, goals, and objectives (measurable results) of the planned activity.
* Description of the benefiting population, timeframe, and specific action plan.
* Your qualifications for completing the activity.
* A statement of how the work relates to the grantmaker’s priorities.
* Further details on the total project cost, including, any pending or received funds. You may find it efficient to attach an organization or project budget.
* Name of a contact person.
* Contact details such as address, telephone number, and email address.