

LINCOLN COMMUNITY FOUNDATION

Letter of Inquiry

(04/6/2009)

Follow this format, and number and restate the headings.

Letter of Inquiry Date: _____

I. ORGANIZATIONAL INFORMATION

Provide the following information in two pages using this format.

A. Organization Name _____
(List fiscal agent for collaborations)

B. Federal Tax I.D. _____

C. Address/9-digit Zip Code _____

D. Website _____

E. Chief Executive Officer _____

E.1. Telephone number _____ E.2. Fax _____

E.3. Email address _____

F. Contact Person and Title _____

(If other than the Chief Executive)

F.1. Telephone number _____ F.2. Fax _____

F.3. Email address _____

G. Budget Summary for This Proposal

1. Applicant's Funds, if any \$ _____

2. Amount of This Request \$ _____

3. Amount of Other *Confirmed* Requests, if any \$ _____

4. Amount of Other *Pending* Requests, if any \$ _____

5. **Total** Income (1 + 2 + 3 + 4 = 5) \$ _____

6. **Total** Expense \$ _____

7. Balance: (5 - 6 = 7) \$ _____

Lincoln Community Foundation

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A. Narrative Description

A brief summary of the purpose of the request, implementation strategies, and anticipated impact. Limit your description to one page.