



Brett Family Foundation Direct Services Letter of Inquiry Application

Note: To receive full consideration, Letters of Inquiry must be submitted by July 15.

Please complete the following **Information Form**. Be sure that your Letter of Inquiry also includes all requested information from the **Narrative Guide** section below.

Organization Name _____

Address _____

City _____ **State** _____ **Zip** _____

Executive Director _____

Contact (if different from Executive Director)

Name _____ **Title** _____

Phone _____ **Fax** _____

Email _____

NARRATIVE GUIDE

Your Letter of Inquiry should address the following points without exceeding three pages.

- Brief description of your organization (background, mission and goals);
- Purpose of the program or project for which you are seeking funding and the dollar amount requested or organizational capacity goals if you are seeking general operating support;
- Outcomes anticipated and plans for assessing achievements;

Please include the following items as attachments.

- Current organizational operating budget, plus project budget if applicable;
- Copy of current 501(c)(3) determination letter from the IRS.