



Letter of Inquiry

Be thorough but do not repeat information in multiple responses. Please be certain to adhere to all character limits and note that bullets and line breaks count as characters.

ORGANIZATION INFORMATION

Name of Organization:

Year Incorporated:

Tax ID #:

Address:

City, State, Zip:

Phone:

Fax:

Website:

Number of staff: Full time Part Time

MISSION STATEMENT

State the organization's mission and whether independent or part of a larger organization and number of sites. *(500 characters maximum)*

ORGANIZATION BACKGROUND

Briefly describe target population; and scope of current programs/projects and services offered. *(500 character maximum)*

FINANCIAL INFORMATION

What is your fiscal year end?

Current agency budget:

Total Income last fiscal year:

Total Expenses last fiscal year:

PROGRAM TITLE

Describe the program in one brief sentence.

GEOGRAPHIC AREA OF PROGRAM FOCUS

What geographic area will this program serve?

PROGRAM SUMMARY *(1000 character maximum)*

PROGRAM BUDGET

What is the total cost of the program for which funding is being requested?

TOTAL AMOUNT RAISED TO DATE TO SUPPORT THIS PROGRAM

(In cash, pledges, and in-kind contributions)

AMOUNT REQUESTED

FUNDING IS FOR (CHOOSE ONE)

Existing program

Expansion of existing program

New program

Describe how funding **not to exceed \$20,000** from TPC would be used (salaries, new hires, equipment, supplies, general operating support, talent investment, etc.). *(500 characters maximum)*

EVALUATION

What are the proposed outcomes of the program and how will they be measured? (500 characters maximum)

CONTACT INFORMATION

Chief Staff Officer (example: CEO, COO or Executive Director)

First Name:	Last Name:
Title:	E-mail:
Office Address:	Office City, ST, ZIP:
Office Phone:	Office Fax:

Person submitting/preparing this Letter of Inquiry, if different from above

First Name:	Last Name:
Title:	E-mail:
Office Address:	Office City, ST, ZIP:
Office Phone:	Office Fax:

CERTIFICATION/ AUTHORIZATION

I certify that I am authorized to submit this Letter of Inquiry on behalf of the organization that will operate the proposed program.