

## Letter of Inquiry

Include:

- Name of Organization
- Location of Organization
- Date Founded
- Mission of Organization
- Grant Purpose – Two-Sentence Summary (please summarize in no more than two sentences the purpose of the grant request). For example: Our organization seeks funding support for an after-school program to provide tutoring to middle school students.
- Budget Information: (please provide the following specific numbers)
  - Total cost of program or project
  - Other funds already committed to this project that will leverage a Wright Family Foundation grant award
  - Specific dollar amount of your request
  - What is your current organizational budget and what percentage of the budget would this grant represent?
  - What is your institutional commitment to the program or project? Please include the internal funds that are being contributed to the project to prove your commitment.
- Discuss what grant proposals for the same or similar project are under review elsewhere?
- What is the Board’s participation with your organization? Please include a summary of the total pledges provided by the Board members to this particular request.
- Timeframe: please provide the grant duration period (start and end dates, etc.)
- Eligibility Confirmation:
  - Confirmation of 501(c)(3) status and population served.
- Previous contact with the Wright Family Foundation (one sentence)
- Previous funding with the Wright Family Foundation (one sentence)
- Project or Program Description (one page) In addition to the brief two sentence description you have given, please, in greater detail, describe the project or program. You may also briefly discuss the following items:
  - Program Design
    - Describe the proposed strategy for addressing the problem (purpose and measureable objective).
    - How many people will participate in the program or project?
    - What are the anticipated outcomes? Also, briefly identify how the outcomes will be achieved and measured (methods).
    - Describe the demographic data on the people served and their involvement with your organization.
    - What are the benefits to the participants in the program or project?

- Who are the primary Community Partnerships and Alliances for this program or project?
- Organizational Capacity
  - Describe the demonstrated experience and infrastructure your organization has in managing programs similar to the one proposed in this application and in managing other grants.
  - Describe your plans and your capacity (current and anticipated) to implement and use self assessment, evaluation, and continuous improvement systems to provide data and information on the program or project.
  - Has your organization received any awards and honors, licenses and accreditation, for this type of program or project and for your organization?
  - How does your organization differ from other organizations in your community that provide similar direct services?
- Your Contact Information
  - Full Name
  - Title
  - Phone number
  - Fax number
  - Email address
  - Mailing address
  - Website of agency
  - Full names, titles and signatures of both the Executive Director (not the Development Director) and the Board Chairperson. Please note: a Letter of Inquiry will not be accepted without both signature.
- Please address letter to:

Mari Beth C. Moulton,  
Executive Director  
Wright Family Foundation  
P.O. Box 1606  
Cockeysville, Maryland 21030-7606