WASHINGTON
Regional Association of
GRANTMAKERS

Common Letter of Inquiry

Formatting Notes

- Letters of inquiry (LOIs) should be typed in 12-point font (Times New Roman or similar) with one-inch margins on all sides
- Pages should be numbered
- LOIs should not be placed in binders or folders; one staple or paper clip in the upper-left hand corner is sufficient

Cover Sheet

1. Letter date
2. Organization name and contact information (full address, including mailing address if different, telephone number, and website)
3. Federal tax-exempt number
4. If not a 501(c)(3) nonprofit, provide fiscal agent's contact information and federal tax-exempt number
5. Name, title, telephone number, and email address of CEO or executive director
6. Name, title, telephone number, and email address of contact person for this LOI (if different)
7. Dollar amount of this funding request
8. Total current organizational budget (all requests)
9. Total project budget (project support requests only)
10. Organization's fiscal year (beginning date and end date)
11. Period this funding request will cover
12. Signature of executive director or other authorizing official

Letter Text (no more than two (2) pages double-spaced)

1. Briefly describe the purpose of this funding request. What results are you committed to achieving? How do you intend to accomplish this? What is the timeline for these results? What evidence will prove your success?
2. If applying for general support, provide names and brief description of roles of your organization's partners and collaborators. If applying for project support, provide names and brief description of roles of partners and collaborators on this project.
3. Briefly describe your organization's history and recent accomplishments.

Attachments

1. List of current funders (foundation, corporate, government, major donors) and amount of support
2. Organization's current budget
3. One page project budget (for project support requests only)