



LETTER OF INQUIRY COVER SHEET

Organization:
(As specified on the IRS determination letter.) (See next page for fiscally sponsored projects.)

Mailing Address:

City/State/Zip:

Street Address (if different):

Phone: Fax: Website:

Chief Executive Officer's Name/Title:

CEO E-mail Address: Phone:

Total Organizational Budget: \$ For Year:

Endowment: \$ As of:

Primary Contact for Proposal/Title:

Primary Contact E-mail Address: Phone:

Project Title:

Amount Requested: \$ Duration: Project Budget: \$

Brief organizational background including the organization's history, mission, programs and services:

Brief Summary of Proposal (*100 words or less*):

Mail materials to: **Jon M. Jensen, Executive Director, Park Foundation, PO Box 550, Ithaca, NY 14851.** Our street address is **140 Seneca Way, Suite 100, Ithaca, NY 14850.** If you have questions, please visit www.parkfoundation.org or call us at (607) 272-9124.

Include with proposal only if applicable.

FISCALLY SPONSORED PROJECT/ORGANIZATION:

If the organization is acting as a fiscal sponsor for a project or organization, please complete this section regarding the program being sponsored.

Name of Project or Organization Being Sponsored:

Primary Contact Name:

Project/Organization Mailing Address:

City/State/Zip:

Phone Number:

Fax Number:

E-mail Address:

Website:

Brief organizational background including the organization's history, mission, programs and services:

Total Organization Budget: \$

For Year: