



**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 – *(In one or two sentences, please provide a brief description of your project):*

Mail materials to: **Park Foundation, 140 Seneca Way, Suite 100, Ithaca, NY 14851.** If you have questions, please visit [www.parkfoundation.org](http://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/Title:

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: