



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: \$

Description of the Organization and its Mission:

Summary of Proposal (100 words or less):

| | | | | | | | | | |
|-------------------------|-------|--------------------|-------|------------|-------|----------------|-------|-------------|-------|
| Office Use Only. | | | | | | | | | |
| Overdue Reports? | _____ | | | | | | | | |
| Cover Letter | _____ | Proposal Narrative | _____ | IRS Letter | _____ | Project Budget | _____ | Org. Budget | _____ |
| Audited Statements | _____ | Trustee/Bd. List | _____ | | | | | | |

Mail materials to: **Jon M. Jensen, Executive Director, Park Foundation, PO Box 550, Ithaca, NY 14851.** Our street address is **301 E. State St., Ithaca, NY 14850.** If you have questions, please visit www.parkfoundation.org or call us at (607) 272-9124.

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:

General Description of the Organization and its Mission:

Total Organization Budget: \$

For Year: