



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:

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 description of the Organization and its Mission:

Brief summary of Proposal:

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:

E-mail Address:

Website:

General Description of the Organization and its Mission:

Total Organization Budget: \$

For Year: