Letter of Inquiry Template

Letter of Inquiry for Grant Proposal (Yes, include this!)

Date

Inside Address

Salutation:

Introduce your organization to the funder. Tell them your organization’s full legal name, where it is located, and some demographics on the population you serve. If you are at a school, tell them your school’s most recent official student count, grades taught in your school, and some demographics on your students. It is also important to tell the funder if your school has a high free and reduced-cost lunch count, high ESL percentage, high teen pregnancy rate, high gateway drug use percentage, and so forth.

Briefly describe the project or program you are seeking funding for and the amount requested. State why you are approaching this particular funder. Show that you have done your homework by making inquiries only to grantmakers that are currently interested in projects like yours. Research funding sources on the Internet or call them directly for copies of their annual reports.

Write a closing paragraph to thank the funder for their time and for considering asking you to submit a full grant proposal.

Signatory

Attachments:
Full project budget with detailed line items
Letter from District Business Manager which includes tax identification number and tax-exempt status statement

Formatting tips:
1. Use district letterhead and matching second sheets.
2. Single-space content; double space between paragraphs.
3. Do not exceed two pages of typed narrative.