

# LETTER OF INQUIRY (LOI) FORM

## Submit an online letter of inquiry (LOI)

### Letter of Inquiry Guidelines

The following are guidelines for what to include in your letter of inquiry (LOI), which should be no more than two to three pages. Please number and label each section as shown below, and include your organization's name and the date submitted in the footer.

Foundation staff will review and respond to all LOIs. Applicants will generally be notified within one to two months of an acceptance or declination of an LOI.

Letters of inquiry are reviewed on an ongoing basis, and there are no deadlines.

#### 1. General Information

- Name and/or Organizations Name and Address
- Contact person
- Contact Information

#### 2. Project Description

**This section should be the majority of your inquiry, approximately one page.**

- Describe your project. What are the activities of your project? What will be the results of the project? How many people will be served?
- Describe the group, school, or community to be served by your project, and the need for this project in that school or community.
- Describe any project partners on which project success is dependent.

#### 3. Financial Information

- The Foundation will work with you to establish a project budget, however please Note: The foundation generally does not fund more than 50 percent of the project's total cost.
- Describe the overall funding plan for the project and any other funding sources currently committed to the project.
- Describe how you will financially sustain the project in the long term.

#### 4. Organization Background

- Provide a brief description (one paragraph or less) of the history and mission of your organization, and why it is qualified to do this project.

#### 5. Mail or email your LOI to:

Christopher Douglas Hidden Angel Foundation  
P.O. Box 977  
Gadsden, AL 35902  
Email address: [sfornes@cdhaf.org](mailto:sfornes@cdhaf.org)