



### Letter of Inquiry

All letters of inquiry should be no more than two pages in 12-point type and include,

- Who: An introduction—a summary of your organization, its mission and the population served, and a copy of your IRS tax status determination letter.
- Where: The organization's headquarters and the areas served
- What: Briefly, but clearly state the need or problem and a description of the project or program
- When: What is the timeline for implementing the project, when and where the project or program will occur
- How: List other agencies and funding partners, how much funding is raised, how much is in-hand, the amount requested from the Dresher Foundation, and specify when and how the funding will be used

Provide an office number, ***including extension***, FAX number and E-mail address for the contact person who can best respond to questions about the inquiry. Include the organization's website address.

If a letter of inquiry reflects the foundation's funding priorities we may request a full proposal. Proposals will be submitted to the foundation only upon request. Unsolicited proposals will not be returned. Submission of an inquiry or proposal should not be interpreted as an indication of likely support.

Summer camp letters of inquiry are accepted only in January and March. After-school program letters of inquiry are accepted only in April and August.

All inquiries should be directed to Robin Platts, rather than to trustees.

Letters of Inquiry are not accepted by FAX or E-mail.