Letter of Inquiry Requirements
Revised 9/2019

Organization Information

1. Organization Name
2. Address (must operate in the Greater Boston area)
3. Phone Number
4. Website
5. Executive Director Name
6. Executive Director Email
7. Executive Director Phone Number
8. Federal Tax ID#
9. When did the organization receive its 501(c)(3) status?
10. Has the organization’s 501(c)(3) status been revoked or modified within the last 3 years? If yes, please explain.
11. Has the organization received a grant from the Women’s Foundation of Boston in the past 36 months?
12. Is the organization a local chapter, member or affiliate of a larger organization? If yes, please provide the name of the larger organization and describe the relationship.
13. In what year did the organization begin operating in Greater Boston?
14. When does the organization’s fiscal year end?
15. Does the organization have 3 years of independently prepared audited financial statements?
16. In the past 3 years, has an independent accountant expressed any concerns regarding the organization’s financial health and/or viability? If yes, please explain.
17. What is the organization’s current Board-approved annual operating budget?
Mission/Primary Programs

1. Provide the organization's mission statement and a brief history.
2. Summarize the primary programs in support of this mission.
3. What makes the organization unique?
4. What methods of evaluation are utilized to determine the outcomes of current programs?
5. List the organization's top five funding sources for the last completed fiscal year, including the names of funders and amounts.

Project or Program Information

1. Project or program title for which you are seeking a grant
2. Amount you are seeking
3. Project or program budget amount
4. Project or program contact name and title
5. Project or program contact phone
6. Project or program contact email
7. Focus area (Economic Empowerment, Education, or Leadership) most closely aligned with the project or program.
8. Indicate the towns and/or cities within Greater Boston where the project or program will take place.
9. Provide a brief description of the project or program.
10. What is the nature of this project or program? Choose from the following:
   (a) New project or program or
   (b) Significant expansion of an existing program. If the answer is significant expansion of an existing program, fully describe changes from the current program, including increase in numbers served, additional program components, etc.
11. Is the project or program a collaborative effort? If yes, provide specifics and list all partners.
12. Describe the target population and number of individuals the organization expects to serve through this project or program.
13. Describe the measurable goals and expected outcomes of this project or program.
14. Describe the project or program logistics, including the timing of the project, key personnel, facilities and other resources required for the project or program to be successful.
15. How will funds be secured if your total budget exceeds a grant from the Women’s Foundation of Boston?

**Letter of Inquiry Authorization**

Executive Director Certification: By typing the Executive Director’s name below you are certifying that the Executive Director has reviewed the information provided in the Letter of Inquiry and it is accurate and complete.

**Attachments**

1. IRS 501(c)(3) Determination Letter
2. Form 990 - last completed fiscal year (including all supporting schedules)
3. Audited Financial Statements – last completed fiscal year
4. Interim Operating Report vs. Budget (interim operating results versus board approved budget)
5. Project or Program Budget

**Please forward all Letters of Inquiry to:**

Dinny Starr – Grants Chair, info@wfboston.org