COVID-19 Response Fund
Letter of Inquiry Requirements
Revised 3/2020

**Organization Information**

1. Organization name and website
2. Executive Director name, email and phone number
3. Contact name, email and phone number (if different from Executive Director)

**Project or Program Information**

1. Project or program for which you are seeking a Response Fund grant
2. Amount you are seeking
3. Brief description of how the project or program has been impacted to-date by the COVID-19 crisis
4. Brief description of how you anticipate the project or program will be impacted on an ongoing basis by the COVID-19 crisis
5. Brief description of how you would deploy funds from the WFBoston Response fund
6. Are you exploring any other source of relief funding? If so, please specify

**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.

**Please forward all Letters of Inquiry to:**
Dinny Starr and Christina Gordon, grants@wfboston.org