



Letter of Inquiry

For Internal Use Only

Acknowledgment sent:

Inquiry #:

LOI accepted: YES / NO

Response sent:

Send to Grants Manager, The Chicago Community Trust, 111 East Wacker Drive, Suite 1400, Chicago, Illinois 60601

This is an inquiry to submit a proposal to (check one): ☐ The Chicago Community Trust
☐ Chicago Area Foundation for Legal Services

Please type all answers.

Legal Name of Organization:

Address of Organization:

City:

State:

Zip Code:

Telephone:

Fax:

Web Site:

Executive Director/Chief Executive Officer:

Title:

Telephone:

Fax:

E-mail:

Contact Person for this application (if different from name above):

Telephone:

Fax:

E-mail:

Please describe the purpose for which a grant is requested in the space below.

1. Amount Requested: \$ _____

Period of time in which funds will be spent: from _____ to _____

2. Organization's Total Budget: \$ _____ Fiscal Year: ____/____/____ to ____/____/____

3. Project's Total Budget (if applicable): \$ _____

4. Geographic Area Served by Organization: _____

5. Target Population, and Approximate Number Served Annually: _____

6. Last Grant Received from the Trust: Date _____ \$ _____

Purpose:

7. Please describe the principal purposes and services of the organization.

8. Letter from IRS stating 501(c)(3) tax status: Yes _____ No _____ (please attach copy)

Signature of Executive Director/Chief Executive Officer

Date

Please do not include videos, books or clippings.