

## LETTER OF INQUIRY FORM

(All letters of inquiry must include this form.)

### Background Information

Organization: \_\_\_\_\_

Parent/Sponsor \_\_\_\_\_

Organization (if any) \_\_\_\_\_

501(c)(3) Executive Director: \_\_\_\_\_

Grant Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Address: \_\_\_\_\_

Application Date: \_\_\_\_\_

### Grant Program

- Open Space and Conservation Fund       Habitat and Forest Management Fund  
 Workforce Housing Fund

### Project Description

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Start and End Dates: \_\_\_\_\_

Project Summary:  
*(150 words max. for capacity building grants, describe projects that will be supported by expected capacity improvements)*

\_\_\_\_\_

### Funding Request

Total Project Cost: \$ \_\_\_\_\_

Proposed Project Cost Allocation

Organizational:	Martis Fund:	Committed Funders:	Projected Funders:
\$	\$	\$	\$

Describe sources of committed and projected funds other than the Martis Fund:

### Proposed Grant Payment Terms

- Lump Sum  
 Progress Payments Describe: \_\_\_\_\_  
 Matching Describe: \_\_\_\_\_  
 Other: Describe: \_\_\_\_\_