



## The Gordon Hartman Family FOUNDATION

*Helping organizations that serve individuals with mental & physical special needs*

### **"Letter of Inquiry" Guidelines**

When applying to the foundation for support, please make certain that your request addresses our Foundation's focus. Once you have determined that there is a match between your request and the Foundation's focus, you may submit a Letter of Inquiry of a maximum of three pages in length. Because of the number of requests the Foundation receives and the time required to develop a complete grant proposal, we urge applicants not to send full proposals unless they have been requested to do so by letter from the Selection Committee for the Gordon Hartman Family Foundation in response to a Letter of Inquiry.

A Letter of Inquiry should include information on the following topics and in this order:

- The amount of the grant request (between \$1,000 - \$25,000)  
The average grant size will be in the \$5,000-\$15,000 range.
- Your organization's purpose and history
- The nature and extent of the item you plan to address with the funds
- How the proposed effort relates to The Gordon Hartman Family Foundation's focus
- Program objectives and evaluation
  - Specific program objectives
  - Evaluation criteria (what outcomes are desired from each objective)
  - Evaluation methods for each program objective
    - what information you will collect to monitor your progress in reaching the objective
    - from whom you will collect the information and how often
    - how you will collect it (survey, interview, test, etc.)
- Timeline of proposed activities
- Names and qualifications of personnel responsible for program leadership and fiscal responsibility
- Name, address, phone number and email address of the primary and secondary person to contact within your organization should we have questions or need to send notices
- Provide an IRS Determination Letter of 501-C3 Status

### **Format/Delivery for Letters of Inquiry**

All Letters of Inquiry should be double-spaced using a 12 point font with all margins set at 1.0 inch. Letters of inquiry should not exceed three pages in length and must be signed by the Executive director and President of the organization. Letters of Inquiry may only be submitted by mail or [e-mail](#).

**Please Note**

Examples of past work (articles, reports, videos or other materials) should not be submitted with a Letter of Inquiry.

**Review of Your Letter of Inquiry**

When your Letter of Inquiry arrives at the Foundation, a staff member will review it. You will be notified by email or letter whether or not you should submit a formal grant proposal. (See grant application schedule)

**Preparing a Grant Proposal (If requested by Selection Committee)**

We only review grant proposals from applicants whose Letters of Inquiry have been approved. If you are asked to send a grant proposal, you will be sent the appropriate application package via email with your letter of notification.