

## Letters of Inquiry to The Stocker Foundation

Any organization that has not previously submitted a proposal to The Stocker Foundation, received a declination the last time a proposal was submitted, or has not yet received IRS tax-exemption status **must first submit a Letter of Inquiry to the Foundation a *minimum of six weeks* before the submission deadline.**

All Letters of Inquiry should be **no more than 2-3 pages** and should include:

- A brief summary of the project or need.
- A project budget that details how funding from The Stocker Foundation would be used (including the amount to be requested from the Foundation).
- All other funding pending or committed.
- A timeline of implementation.

If your organization will be using a **fiscal agent**, please include a letter of support from the agent as well as the agent's 501(c)(3) exemption letter.

If your organization received a **declination** the last time a proposal was submitted to The Stocker Foundation, please indicate what the name of the project was and when the declination was issued.

*Letters of Inquiry must reach the Foundation office no later than 5:00 pm on the following dates:*

<b>Letter of Inquiry Due</b>	<b>Proposal Deadline*</b>
December 9, 2002	January 15, 2003
April 3, 2003	May 15, 2003
July 3, 2003	August 15, 2003

**\*If Trustees are interested** in receiving a full proposal, staff will notify the organization within two weeks of the proposal submission deadline, and will give direction as to **which cycle** the proposal should be submitted.

**Funding is not guaranteed**—Trustees will evaluate each proposal on its individual merits and in accordance with available dollars for that particular grant cycle.

*Please contact Patricia O'Brien, Executive Director, at (440) 246-5719 or [pobrien@stockerfoundation.org](mailto:pobrien@stockerfoundation.org) if you have any further questions.*