

Letter of Inquiry Form

The Letter of Inquiry form must be typed, single-spaced and complete to ensure consideration.

Amount Requested: \$

Total Project Budget: \$

Period covered by this grant (MM/YY-MM/YY):

Brief organization mission and recent accomplishments relevant to this program area:

Statement of need and project summary:

Target population, geographic area:

Description of project implementation, number of people served, collaborative partners, anticipated outcomes:

Project's link to the Program Focus Area and Foundation's funding priorities:

Other potential funders, and amounts committed or pending:

Submit by mail:

BCBSMA Foundation
Landmark Center
401 Park Drive, 4th Fl.
Boston, MA 02215
Attn: Letters of Inquiry

Please **do not** include the following items with the Letter of Inquiry:

- IRS information
- Full program budgets
- Audited financial statements
- Board and staff lists
- Staff bios
- Letters of recommendation and support
- Photographs, videotapes, CDs, cassettes
- Annual reports, brochures, media clips