

Citrus County Community Charitable Foundation, Inc.

THE LETTER OF INQUIRY FORMAT

A Letter of Inquiry* should be sent to the Citrus County Community Charitable Foundation, Inc. (Charitable Foundation) Grants Committee at the beginning of each grant cycle (dates will be announced) with a request for funding for new or expanded (providing more services, expanding number of clients, etc.) projects. Not-for-profit organizations are invited to submit a Letter of Inquiry once per year during a noticed grant cycle. Letters sent before or after the noticed grant cycle will not be reviewed. Please check the website and the Chronicle newspaper for grant cycle due dates and times.

1. The letter should be on 8 ½” by 11” organization/group letterhead, no longer than two pages, no smaller than 10pt type and formatted exactly as follows:

- A. Date (on the upper left side)
- B. Name and address of letter receiver
- C. New or expanded project/program/initiative, yes or no
- D. Legal name of organization and EIN/TIN
- E. Name of project or program
- F. Amount requested
- G. Greeting line

2. The body of the letter must contain all of the following, but the organization should try to bring their new project to life and actively engage the reader:

- A. Introduce the organization (including non-profit status) and mission
- B. Disclose any recent communications with the CCCCF, Inc.
- C. Summarize the program/project/initiative, purpose, and location
- D. State two or more reasons for requesting the funding and the amount of funding
- E. Describe the population the program/project/initiative will serve
- F. State two or more of the health or medically related need/s it will help or solve
- G. Describe the methods of measuring the success of your program/project/initiative.

3. The Letter of Inquiry must end with the following:

- A. Organization/group contact person
- B. Organization address
- C. Phone number and email

4. Include a recent copy of your organization’s IRS Tax Status Letter (as a third page) indicating your nonprofit status as an attachment to your original Letter of Inquiry.

5. The original Letter of Inquiry and three copies (for a total of four (4) copies) should be mailed in a timely manner in order to be received by 5pm in the P.O. box on the noticed due date to the following address:

**Attention: Grants Committee
Citrus County Community Charitable Foundation, Inc.
P.O. Box 2706
Inverness, Florida 34451-2706**

Post marked Letters of Inquiry that miss the deadline time and date will not be reviewed or stored. A PDF of your Letter of Inquiry must also be emailed on the same day and time of the date of submission to: ccccf2015@aol.com for archiving, but will not be used for review.

** Applicants should note that any materials submitted or meetings attended are subject to public records requirements and the Sunshine Law.*