

LETTER OF INQUIRY

Initial Application

As a first step in applying for a grant, applicants should submit a completed Gaia Fund application form. Following Trustee review of the application, applicants will be notified whether or not the Fund would like to invite a full proposal.

Please send this completed form, and the additional attachments requested to Sahar Momand, Grants Manager via email at smomand@pfs-llc.net.

Full Proposal

If the Fund is interested in further considering the request, applicants will be asked to submit a more detailed proposal. The due date for the full proposal will vary depending on when the Fund's trustees review the initial inquiry, and will be communicated at the time the invitation for submission is extended.

Applicants will be notified of the Fund's decision regarding their proposal according to the dates in the Application Timeline. Successful applicants will be asked to sign an agreement letter indicating any conditions associated with the grant award.

Please send this completed form, and the additional attachments requested to Sahar Momand, Grants Manager via email at smomand@pfs-llc.net.

LETTER OF INQUIRY FORM

Request Date:

Amount Requested:

Project Budget:

Organization Budget:

Applicant

Organization Name:

EIN Tax ID:

Physical Address:

Website:

Primary Contact Name:

Primary Contact Position:

Primary Contact Phone Number:

Primary Contact Email Address:

Executive Director Name (if different from primary contact):

Executive Director Phone Number:

Executive Director Email Address:

Organization Background Information

Organization Mission:

Organization Core Ongoing Programs:

Number of Full Time Employees:

Number of Part Time Employees:

Date Founded:

Current Fiscal Year Budget:

Prior Fiscal Year Budget:

Fiscal Year End:

Organization Funders (*List the five largest committed organization funders and amount committed*):

Request Information

Request Amount:

Request is for: **Specific Program** **General Support**

Project Budget *(If request is for a specific program or project, enter the total annual budget for the program or project):*

Gaia Fund Program Area *(Select One):*

Sustainable Agriculture

Jewish Life

Effective Democracy

Project Title:

Project Description (if applicable):

For specific program requests, please describe in detail the program for which you are seeking funding. Description should be no more than 300 words

List the six largest committed funders and amount committed, for project/program that is the subject of the request.

Additional Attachments

- 1. Letter of Inquiry** - Please attach a letter explaining your request to Gaia Fund using 12 point Times New Roman text and incorporating 1" margins. Limit total word count to 1000 words or less
- 2. Sources of Funding** - List of committed and pending sources of funding for the organization and for the project in the current year
- 3. Prior Year Organizational Budget** - Past year organizational budget including income by source and amount, and all expenses
- 4. Current year organizational budget** - Current year organizational budget including income by source and amount, and all expenses
- 5. Prior year balance sheet** - Balance sheet for the most recent completed fiscal year
- 6. Project budget** - If request is not for general support, attach a project budget including income by source and amount, and all expenses