



Letter of Inquiry Cover Sheet

The Foundation provides grants for programs and projects that improve the lives of older adults (age 60 and older) and caregivers in Dutchess, Putnam and Westchester Counties, NY. Priority is given to proposals focused on the basic needs of low-income seniors and their caregivers, new or expanding program/projects, collaborations, and organizations not previously funded.

Instructions: Visit the Foundation’s website, fieldhallfoundation.org, for guidelines and eligibility requirements. Organizations with an open grant with the Foundation should contact the Foundation to see if they are eligible to submit a Letter of Inquiry (LOI).

If your organization is eligible to apply, complete and email this form along with an LOI (*two pages or less*) to Patti Horvath at phorvath@fieldhallfdn.org. The LOI must be a Word or pdf document, using *black 12-point, Times New Roman font*, and include:

- An introduction to the organization, including the mission and programs offered
- A summary of the proposed program/project, the need it addresses, and its goal(s)
- The approximate starting date and duration of the program/project
- A preliminary budget showing how the requested funding will be allocated and if additional funding is needed for the program/project
- How the program/project will be funded if it is to continue after the grant year. Please note that the Foundation does not renew grants or award multi-year grants.

Date:

Name of Organization:

Program/Project Name:

Purpose of Program/Project (*one sentence*):

Focus Area(s) Addressed: Food Insecurity Home-based Care Services
 Respite/Support Services for Caregivers Safety/Security Social Work/Case Management
 Transportation Other; *Specify:*

County(ies) Impacted: Dutchess Putnam Westchester

Program/Project’s Operating Budget: \$

Grant Amount Requested from Field Hall Foundation: \$

Number of Unduplicated Seniors/Caregivers Directly Impacted by the Requested Funding:

Organization’s Executive Director:

Contact Person and Title (*if not the Executive Director*):

Telephone Number:

E-mail:

Address:

Federal Tax Identification #:

Organization’s Operating Budget: \$