

Winter 2025/26—**Full Grant Letter of Inquiry Form**

Field Hall Foundation supports programs and projects that improve the lives of older adults and caregivers in Dutchess, Putnam and Westchester Counties, NY.Priority is given to proposals focused on the basic needs of low-income older adults (60+ years old) and their unpaid caregivers.

The Foundation awards one-year small and full-sized grants. This Letter of Inquiry form is ***for full grants only*** *(more than $15,000)*. Visit the Foundation’s website, fieldhallfoundation.org, for a Letter of Inquiry form for full grant requests, as well as guidelines and eligibility requirements.

**Previous grant recipients** are eligible to submit another Letter of Inquiry after a) at least one year has passed since receiving a grant, and b) a final report for that grant has been submitted to and accepted by the Foundation. *It is important to note* that, because of the large number of organizations the Foundation supports, previous grantees are generally not considered for another grant until approximately two years after receiving a grant.

If your organization is eligible to apply, complete the second page of this form and email it, along with a Letter of Inquiry (LOI) to [phorvath@fieldhallfdn.org](mailto:phorvath@fieldhallfdn.org) **by Oct. 1, 2025**.

**The LOI should include the following information** and be a Word or pdf document, **two pages** or less (not including the Cover Sheet), in black, 12-point Times New Roman type.

1. A brief introduction to the organization, including the mission and programs offered
2. A summary of the proposed program/project, the need it addresses, and its goal(s).
3. The approximate starting date and duration of the program/project. The grant period for the Winter 2025/26 grant cycle is from March 2026 to February 2027. Include an explanation if the proposal has a different timeline.
4. A preliminary budget showing how the requested funding will be allocated and if additional funding is needed for the program/project. Up to 15% of requested funding can be allocated for indirect/administrative costs. Refer to the Dates & Forms page on the Foundation’s website, fieldhallfoundation.org, for all allowable costs.
5. How the program/project is typically, or will be, funded. Please note that the Foundation does not renew grants or award multi-year grants.

**Contact:** Patti Lavan Horvath, Program Officer: [phorvath@fieldhallfdn.org](mailto:phorvath@fieldhallfdn.org) or 914-813-9103

Field Hall Foundation

**Winter 2025/26**—**Full Grant LOI Cover Sheet**

**Date:**

**Name of Organization:**

**Organization’s Executive Director:**

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

Telephone Number:

E-mail:

Address:

Type of Organization: \_\_\_\_\_\_\_ 501(c)(3) Not-for-Profit \_\_\_\_\_\_\_ Local Unit of Government

Federal Tax Identification #:

Organization’s Operating Budget: $

Dates Covered by the Operating Budget (mo/day/year): ­­

**Proposed 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/Older Adult Abuse

Social Work/Case Management Transportation

\_\_\_ Other; *Specify*:

**County(ies) Impacted:**  \_\_\_ Dutchess Putnam Westchester

**Proposed Program/Project’s Operating Budget: $**

**Grant Amount Requested from Field Hall Foundation** (over $15,000): **$**

**Number of UnduplicatedOlder Adults/Caregivers Impacted by the Requested Funding:**