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# Winter 2025/26—Small 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 (up to $15,000) and full-sized grants. **This Letter of Inquiry is *for small grants only***. 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.

**Contact** Patti Lavan Horvath, Program Officer, for more information or to discuss a possible proposal: [phorvath@fieldhallfdn.org](mailto:phorvath@fieldhallfdn.org) or 914-813-9103.

**Instructions**

Please complete the attached Cover Sheet and Letter of Inquiry (LOI) as a Word or pdf document using black, 12-point, Times New Roman type. LOIs submitted as a pdf document must be a read/write document. Answer all the sections in order and label accordingly. The completed LOI should be **two pages or less,** plus the cover sheet. *LOIs not adhering to this format will not be accepted*.

The cover sheet and LOI should be emailed to [phorvath@fieldhallfdn.org](mailto:phorvath@fieldhallfdn.org) **by Oct. 1, 2025**.

Field Hall Foundation

Winter 2025/26**—Small 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 Total Budget: $**

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

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

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**Small Grant Letter of Inquiry**

**A. Introduction to Organization** *(one half page maximum)*

Provide a brief description of your organization, including the year founded, its mission statement, and who you serve. State the number of paid full- and part-time staff and volunteers. Explain how you are unique among other local organizations providing similar services. Include any recognition, awards, licenses, accreditations, and accomplishments.

**B. The Need, Solution, and Budget** *(one page maximum)*

Describe *what* the need or problem is that your proposal addresses, specifically to Westchester, Putnam and/or Dutchess counties. Include *who* has this need, and *why* and *where* this need occurs.

Describe *how* your program or project will address or solve the need or problem.

Include how many *unduplicated* older adults and/or caregivers will be impacted by the program as a whole and how many will be directly impacted by the Foundation’s grant.

Explain how the organization is funded in general. Then state the proposed program or project’s total cost; how much of that cost is to serve older adults if the program also serves other age groups; and include a narrative on how the requested grant funds will be allocated.

The grant period for the Winter 2025/26 grant cycle is from March 2026 to February 2027. Include a request for a different timeline, if necessary, with an explanation.

**C. The Goal and Evaluation** *(one half page maximum)*

Define program/project success and explain how you will evaluate the program/project, both quantitatively and qualitatively.