



4870 Sadler Road, Suite 300
Richmond, VA 23060

www.ctf.life

Instructions for Completing Letter of Inquiry (LOI) Form

1. For best results, download this form and complete the fields electronically. Sign completed form.
2. Please complete all fields on the form. (EIN/Tax ID is not applicable for individuals applying for scholarships – enter “NA” if desired or leave blank.)
3. A GuideStar Charity Check will be performed by CTF to ensure that your organization is a 501c3 organization.
4. Description of project: There is a 3000-character limit (including spaces) in the description fields. Keep your description clear and concise. If you are invited to apply, you will have the opportunity to provide more details including a budget.
5. LOIs may be submitted at any time and are reviewed by the Foundation throughout the year.
6. Submit your LOI by email to: sdewberry@ctf.life.
7. Expect an email response regarding your LOI within 5-10 business days of submission.
8. If CTF invites you to apply for a grant, **the acceptance email will include additional instructions and the appropriate grant application.**
9. If you have any questions or problems completing the LOI, feel free to contact Susan Dewberry at sdewberry@ctf.life or call 804-934-0282, option #2.



**COMMONWEALTH
TRANSFUSION
FOUNDATION**

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Letter of Inquiry

Applicant Information

Primary Contact Name: _____ Date: _____

Organization: _____

Address: _____

Mailing Address

City

State

ZIP Code

Phone: _____ Email: _____

Type of organization: Non-profit:

Other (explain): _____

EIN/Tax ID: _____

Grant Information

Title of Project: _____

Start Date: _____

End Date: _____

Amount Requested: _____

Signature

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____



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Description of Project

Empty box for project description.



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Description of Project