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Instructions for Completing Letter of Inquiry (LOI) Form

- **1.** For best results, download this form and complete the fields electronically. Sign completed form.
- 2. <u>Please complete all fields on the form.</u> (EIN/Tax ID is not applicable for <u>individuals</u> 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. <u>Description of project</u>: 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, <u>the acceptance email will include additional instructions</u> <u>and the appropriate grant application.</u>
- **9.** If you have any questions or problems completing the LOI, feel free to contact Susan Dewberry at <u>sdewberry@ctf.life</u> or call 804-934-0282, option #2.



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Letter of Inquiry

Applicant Information						
Primary Contact Name:				Date:		
Organization:						
Address:			Mailing Address			
			<u> </u>	Charles	710.0-1-	
		City		State	ZIP Code	
Phone:			Email			
Type of organization:	Non-profit:					
	Other (explain):					
EIN/Tax ID:						
		Grant Inf	ormation			
Title of Project	:					
Start Date:						
End Date:						
Amount Reque	ested:					

Signature

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

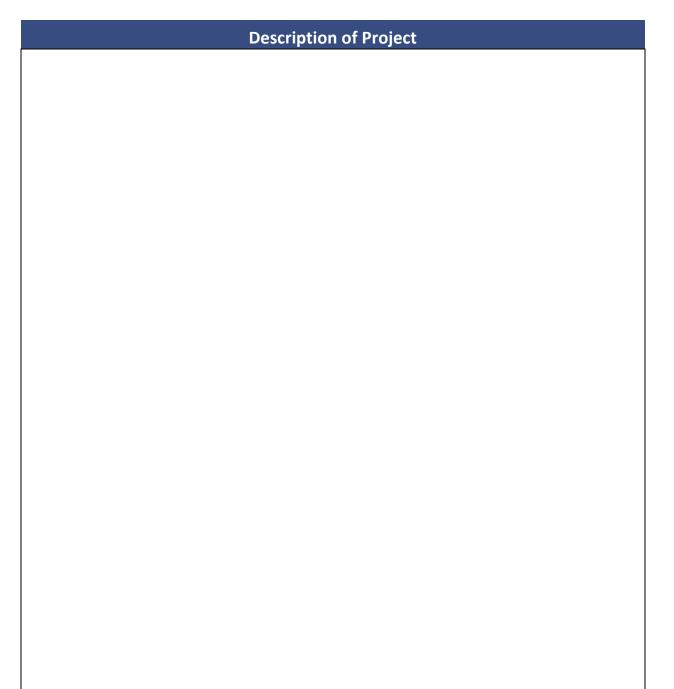
Signature:

Date:



4870 Sadler Road, Suite 300 Richmond, VA 23060

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