

## **LETTER OF INQUIRY**

**LOI's should be no more than two pages in 12-point type and must include the following (please include the section titles):**

- 1. Who:** Introduce your organization, summarizing your history and mission. Please include information on the population served and a copy of your IRS tax status determination letter.
- 2. Where:** Where are you located and what geographic areas do you serve? Please indicate where this project or program will take place.
- 3. What:** State briefly and clearly your organization's need or problem and describe the project or program.
- 4. When:** Include the organization's timeline for implementation of the project or program. Also, state when monies will be used.
- 5. How:** Please state how monies will be used. List any other funding partners and agencies, along with the amount of funding raised, total funding in-hand and the amount you are requesting from the Funds. Also, include a copy of your total annual operating budget on a separate sheet.

Provide phone number (including extension), E-mail address and FAX number for the contact person who can best respond to questions we may have about your organization and/or inquiry. Please include your organization's website address.

If your LOI is consistent with our funding priorities, we may request a full proposal. Unsolicited proposals are not accepted. Requests for full proposals should not be interpreted as an indication of likely support.

All inquiries should be directed to [info@magnajm.com](mailto:info@magnajm.com), rather than to trustees.

You may send your LOI by email ([info@magnajm.com](mailto:info@magnajm.com)) or U.S. Mail, to the address below.

One South Street  
Suite 1000  
Baltimore, MD 21202

We do not accept LOI's via FAX.