



**GUIDELINES FOR SUBMITTING A LETTER OF INQUIRY**

**SUBMIT YOUR THREE-PAGE LETTER OF INQUIRY TO**

**Length:** No more than three pages. Please do not include a cover letter.  
**Format:** Submit Letter of Inquiry on official letterhead, structured according to the five sections below.  
**Font:** Times New Roman or Arial; 11 point or larger; one-inch margins.

Grants Intake Manager  
The Harry and Jeanette Weinberg Foundation  
7 Park Center Court  
Owings Mills, MD 21117  
grantsintake@hjweinberg.org

**General operating grants** fund the overall operating costs of an organization. A General Operating Grant is not restricted to a specific program. The Weinberg Foundation makes grants to meet basic needs and promote economic security. The Foundation supports direct service organizations with proven track records.

**SECTION I: Organization Information**

- **Name of organization, address, and date founded**
- **Mission of organization**
- **Eligibility confirmation**
  - **Confirmation of 501(c)(3) status**
  - **Tax ID number**
  - **Population served**
  - **Confirm with data** that your organization provides direct services that mostly benefit people whose income is below the median income in the community or metropolitan area in question
- **Grant purpose**
  - Please summarize, in no more than two sentences, **the purpose of the grant request** (*for example: to support the annual operating budget of a nonprofit that provides employment training and placement for low-income men and women residing in the City of Baltimore*); **state that the grant request is for general operating support**
- **Specify in which area of giving your grant request falls**
  - Basic Human Needs and Health
  - Disabilities
  - US Education
  - General Community Support
  - Older Adults
  - Workforce Development
  - Other (*Describe*)
- **Previous contact with and/or funding from the Weinberg Foundation** (one or two sentences)

**SECTION II: Budget Information**

- **Specific dollar amount** of request and number of years requested
- **Current organizational budget** and the percent of the budget this grant would represent
- **Funds already committed to the organization**, including internal funds, other donors, and board support
- **Grant proposals under review elsewhere**, including the proposed funders and amounts

**SECTION III: Description**

- **Organization description**
  - **Describe** the programs and activities of your organization
  - **Explain how the grant would help advance the mission** of your organization
  - **Describe the target population**, including demographic information and the number of people to be served
  - **Explain how and to what extent the grant would help to alleviate poverty** in the target population
  - **Describe how the target population has been involved** in planning the organization's programs, if at all
  - Please visit our website, [www.hjweinbergfoundation.org](http://www.hjweinbergfoundation.org), to see additional questions specific to the program area in which you are applying, and answer them here
- **Organization capacity**
  - **Describe the organization's qualifications** by commenting on demonstrated experience and existing infrastructure
  - **List any awards, licenses, and accreditations** your organization has received
  - **List other organizations doing similar work** in your community
  - **List partnerships** with other organizations

**SECTION IV: Outcomes and Evaluation**

- **Please describe how your organization assesses its overall success and effectiveness**; what evaluation tools you use; include measurable outcomes from the past two years

**SECTION V: Contact Information**

- **Contact information**
  - Full name, title
  - Phone number, fax number
  - Mailing address
  - Email address
  - Website
- **Signatures**
  - Include full names, titles, and signatures of the **Executive Director** (not the Development Director) and the **Board Chair** on the last page of the Letter of Inquiry (**if your organization is not structured this way, please have two signatures of those within your organization with legal signing authority**)