The Harry and Jeanette Weinberg Foundation, Inc.

Letter of Inquiry
General Operating Support

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, 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 do 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.**

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.