**Women’s Bar Association Foundation**

**LETTER OF INQUIRY TEMPLATE**

1. **Cover Page**
2. Submission date
3. Organization name, address, phone number, website
4. Federal tax-exempt number:
5. Name, title, telephone number, and email address of CEO or executive director:
6. Name, title, telephone number, and email address of contact person for the LOI (if different)
7. Amount of Funding Request
8. Current Organizational Budget
9. Total Project Budget (project support requests only)
10. Fiscal Year
11. Funding Request Period
12. Printed name and Signature of executive director or other authorizing official
13. **Narrative**
14. Briefly describe your organization’s history and recent accomplishments.
15. Briefly describe the purpose of this funding request, including the target community and geographic region served by your organization and the specific program for which you are seeking support.
16. Briefly describe how your organization or program engages in targeted outreach to women and girls.
17. Briefly describe how your program design addresses the unique legal barriers impacting women and girls.
18. Provide any relevant data to demonstrate the number and percentage of women and girls that you currently serve and/or propose to serve with a grant from the WBA Foundation.
19. Names and brief description of roles of partners and collaborators on this project.

**III. Finances**

1. Organization Budget
2. Project Budget
3. List of major funders, with amounts