

Weingart Foundation –Capital Request Letter of Inquiry
Organization Information

U.S. Tax ID Number

Year Incorporated

Name of Legal Organization

As it appears on the IRS 501(c)(3) Ruling

Do people know you by a different name?

Also Known As or Doing Business As or Formerly Known As

The following information must be completed on behalf of the organization that will operate the proposed project.

Address

City

State

Zip/Postal Code

Main Phone

(xxx)xxx-xxxx

Main Fax

(xxx)xxx-xxxx

Website

.

Mission Statement

Provide an overview of the organization's mission or objectives; whether independent or part of a larger organization and number of sites (250 words maximum)

Background

Briefly describe target population; and scope of current programs/projects and services offered. (250 word maximum)

Financial Statements

Select one

Total Income

Based on the last fiscal year (do not use \$ sign)

Total Expenses

Based on last fiscal year (do not use \$ sign)

Contact information for the person submitting/preparing this Letter of Inquiry

Prefix

First Name

Last Name

Suffix

Title

Office Address

Office City

Office State

Office Postal Code

E-mail

Office Phone

(xxx) xxx-xxxx

Extension

.

Office Fax

(xxx) xxx-xxxx

Contact Information

**Please provide the name and title of your Organization's Chief Staff Officer
(example: CAO, COO or Executive Director)**

Prefix

Mr., Mrs., Ms., etc.

First Name

.

Last Name

.

Suffix

M.D., Ph.D., etc.

Title

Office Address

Office City

Office State

Office Postal Code

Contact E-mail Address

Contact Phone

(xxx) xxx-xxxx

Contact Extension

.

Contact Fax

(xxx)xxx-xxxx

Request Information

Date of Request

Project Title

Type in "Capital Project" and project name in one succinct sentence. (Example... Capital Project - Support to Build New

Hospital Wing)

Project Description

Provide a brief description of the project and the specific use of requested funds. Please include information on the target population that will be served by this project. (250 word maximum)

Geographic Area of Project Focus

Indicate the geographic area that this project will serve.

Site Control

What is the timeline and status for acquiring control (e.g. ownership, long-term lease) of the subject property? (please explain)

Entitlement

What is the status and timeline of receiving any necessary regulatory entitlements (zoning interpretations, variances, etc.) for the project?

Permits

What is the status and timeline of receiving any necessary construction permits for the project?

Fundraising Timeline

What is the expected time frame for the capital fundraising campaign

Construction Timeline

What is the construction timeline? (please provide a timeline from the start to the completion of the construction project)

Project Budget

Please provide the total cost of the project for which funding is being sought. (in whole dollars, do not use \$ sign)

Sources of Support

Please provide a breakdown of expected sources of support (in dollar amounts for --- category) for the capital project budget. (private grants/contributions, government funding, internal resources, bonds, short term/long term financing, etc.)

Total amount raised to date toward project from all sources listed above
(in cash, pledges, in-kind contributions) (do not use \$ sign)

Please briefly describe how the organization plans to support any costs associated with operating new or enhanced facilities.

Amount Requested

(in whole dollars, do not use \$ sign) (Before answering, please review "funding amounts" in the Weingart Foundation Grant Guidelines)

Certification/Authorization

I certify that I am authorized to submit this Letter of Inquiry on behalf of the organization that will operate the proposed project.

First Name

Last Name

Title