

**Community Foundation of the Eastern Shore**  
**Small Grants Program**  
Letter of Inquiry Format

**Instructions:** All funding requests to the Community Foundation of the Eastern Shore's Small Grants Program must start with the submission of a Letter of Inquiry – not to exceed one page. **The Letter of Inquiry must be on the organization's letterhead, be signed by the Project Coordinator and the Executive Director and include the following:**

Organizational Information

- 1) Provide one paragraph that succinctly describes the organization (history, mission, goals).
- 2) Who will be responsible for oversight of this request? Please indicate if that person is a staff member or volunteer and provide contact information (phone and email).

Purpose of Request and Proposed Action

- 1) **PROBLEM:** State and describe the issue or need to be addressed. If applicable, provide geographic or demographic information on the community and/or population to be served or benefit by this request.
- 2) **PROGRAM:** Describe the proposed program/project/action. Is this a new or existing effort?
- 3) **RESULTS:** Describe the anticipate result(s) for the proposed program/project/action.

Budget and Timeline

- 1) Describe the timeframe for implementing the request and whether it is a one-time or ongoing need.
- 2) State the amount of the request and indicate if any other sources of support are committed or pending.

***For new applicants to CFES:*** Please submit a copy of the organization's current IRS determination letter indicating 501(c)(3) tax-exempt status, if applicable.

***Following submission of the Letter of Inquiry:*** CFES staff will review the proposal and determine eligibility for funding through the Small Grants Program. Following an initial review of the need, availability of funds and eligibility of applicants, requests to the Small Grants Program will be referred to the appropriate CFES Fund, which may have additional application requirements. CFES will acknowledge Letters of Inquiry within 10 business days **via email**.

**SUBMIT TO CFES, 1324 Belmont Avenue, Suite 401, Salisbury MD 21804-4500**  
**ATTN: Erica Joseph**